

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, January 18, 2023
8:30 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond. Library Office Manager Amy Conway and Librarian Marjanneke Wright joined for part of the meeting. Emily Kristofek joined part of the meeting as liaison from the Friends.

Call to Order at 8:33 AM.

Public Comment. None.

Review and approval of Meeting Minutes, possibly including, but not limited to December 21. The draft minutes of the December meeting were revised, as described within the December minutes. E. Scola moved to approve the minutes as revised during the meeting, seconded by L. Hart. Vote 6-0 in favor to approve.

Monthly Reports: Financial/Statistical Reports, Director's Report. Trustees reviewed the monthly circulation report, the monthly financial reports, and the Director's report. Circulation was noted to be similar to the pre-pandemic levels of December, 2019. The leak around the round room windows is still being investigated. Great Presenters programming will be in the round room, anticipating it will be more comfortable for attendees than the Raytheon Room. Library of Things items have been temporarily relocated and a large cabinet has been installed in their place for storage and display of historical materials.

Director annual review: process, evaluation tool, timeline, discuss, possible vote. Trustees discussed the annual review process for the director, including a possible timeline and use of the evaluation tool as was done last year. Some trustees expressed concern about the level of detailed knowledge needed to complete the evaluation form. Discussion about the process will continue at a future meeting.

Action Plan FY23, update, discuss progress. This item was passed over due to lack of time.

Meet Amy Conway, Office Manager. New office manager Amy Conway joined the meeting to introduce herself. The Board welcomed her to the Library.

Friends' update, including: Raytheon Room use for ongoing book sale, other needs. Emily Kristofek joined the meeting as Friends' liaison. She presented a letter from Meredith Tobe, President of the Friends noting Friends have received positive input from staff and the public about shelving and books in the Raytheon Room. Trustees agreed that the Friends could add 5 additional rolling shelves and the dividers for the sorting area to see how they work in the room. Trustees remind all that Children and Youth programming needs have priority for this space.

Library's 175th anniversary event: update on progress and needs, consider & discuss overall theme/message for the event. No major changes have been made to the plan. The main event will be on May 7. Trustees discussed ideas for a unifying theme for the celebration.

Brandeis PhD students research conclusion: history of the library commemorative booklet, other updates on work. Possible vote to fund production and publication of booklet, quote #75355 from (Jet Marketing Solutions) not to exceed \$2500 and up to 23 hours in design costs for Emily

Kristofek (\$700). Librarian Marjanneke Wright joined the meeting to give an update on the Brandeis students' work. The proposal is to print 200 copies of their booklet. Discussion about distribution of the booklet at the anniversary event, as a gift/sold at cost (about \$8 each)/sold at a small increase over cost. Friends could be asked to retain any remaining booklets for possible distribution at a nominal charge or gift with membership renewal. M. Wright has requested appropriate legal agreements on copyright from Brandeis. E. Donnelly moved to fund production of the 175th anniversary booklet, not to exceed \$3,200, with the funds coming from State Aid. Second by L. Vote 6-0 in favor. E. Donnelly and M. Wright will continue to work through copyright and any other issues with Brandeis.

WFPL-Working Group for building maintenance & repairs project, update, including options for keeping building partially open during work to meet Trustees goal for continuity of service. A. Gennis reported that the working group's current concerns include: some non-elevator ADA compliance needs, physical access to the building for patrons and staff if the lower lot is the staging site, expanding the public entrance off the parking lot, and that a new HVAC with heat pumps (a Wayland general town goal) needs to be revisited for cost.

Trustee Reports and concerns, including Campaign Finance Reports, upcoming Trustee meeting dates. A. Gennis noted that campaign finance reports are due by Friday. Board meetings are currently planned to occur at 9 AM on the third Wednesday of each month in-person at the library through December. She also noted that the Boston Globe has recently published several news stories about Massachusetts libraries, in particular that Cohasset's public library is moving ahead to create an outdoor library space for gatherings and programs.

Topics not reasonably anticipated by Chair 48 hours in advance of meeting. None.

L. Hart moved to adjourn the meeting. Second by E. Donnelly. Vote 6-0 to approve.

The meeting adjourned at 10:32 AM.

The next meeting will be on February 15, 2023, currently planned to be in-person at the library at 9:05 AM.

Respectfully submitted by Win Treese

Documents for the Meeting

@@Trustees Circ Stats FY2021-2023.xlsx

2022-12-BoLT minutes – DRAFT

20230118 BoLT Agenda .pdf

20230118 BoLT dr.pdf

ATM 2023 CPC Town Crier and Library Record Book Preservation FINAL.docx

Booklet printing.pdf

FY2023 Action Plan w accomplishments.docx

Notes- WFPL-WGrp 2023.01.04 final _2023.01.13 sent.docx

Spending Summary as of 20230113.xls

Emails for the meeting

Email from WT, 12/21/22 Final minutes for November 2022, as amended

Email from SR, 12/22/22 TO 20222121 BoLT follow up

Email from SR, 12/23/22 To Library closed at 4pm this afternoon

Email from AG, 1/3/23 To WFPL - quorum check Wed. Jan. 18th

Email from SRH, 1/10/23 To Wayland Circ Stats December 2022 FY23

Email from WT, 1/13/23 Draft minutes from December meeting for review

Email from SR, 1/13/23 TO 20220118 BoLT Agenda and supporting documentation

Email from AG, 1/13/23 TO WFPL - reminder: Trustee meeting, Wed., Jan. 18th @ 8:30 a.m.

Email from AG, 1/13/23 TO WFPL - reminder 8:30 a.m. start to Trustee meeting: Wed., Jan. 18th

Email from AC, 1/13/23 TO Summary reports in preparation for the Trustees' meeting

Email from AG, 1/17/23 TO WFPL - CPC article for Town Meeting & reminder Trustee Meeting at 8:30

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, February 15, 2023
9:05 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Library Director Sandy Raymond. Absent: Trustee Judy Dion. Librarian Marjanneke Wright joined for part of the meeting. Emily Kristofek and Carole Schneider joined part of the meeting as liaisons from the Friends.

Call to Order at 9:06 AM.

Public Comment. E. Scola mentioned a recent article in *The Boston Globe* about the lifting of COVID restrictions in May ("For many older Americans, pandemic is far from over", February 12, 2023). Some have suggested that one way for public buildings to accommodate people who remain at high risk for COVID would be to have designated times intended for those groups when all visitors must wear masks.

Review and approval of Meeting Minutes, possibly including, but not limited to December 21. E. Scola moved to approve the minutes for the January 18, 2023, meeting as presented, with second by L. Hart. Vote 5-0 to approve.

Monthly Reports: Financial/Statistical Reports, Director's Report. Trustees reviewed the monthly circulation and financial reports. E. Donnelly asked about goals for spending from the trust funds. A. Gennis explained that the only funds with required spending are within the Small Trust Funds, as noted in the Trustees December agenda and minutes. "Permitted to spend" annual amounts are permitted by the town's Trust Fund Commission which can be spent in a given year without special approval by the Commission. The Draper, Millennium, and Library Gifts funds have no restrictions on use. Trustees' policy is for the Library to spend its allocated budget first and augment it from trust funds when appropriate. The funds are also sometimes used for expenses incurred within the fiscal year that are invoiced after the beginning of the next fiscal year. The Millennium Fund was used for the development of the existing web site, is being used for the web site redesign, and would likely be used for a future new strategic plan process.

With respect to the Director's report, Trustees noted its appreciation for the Library's use as a warming center for residents during a particularly cold couple of days. Trustees also asked about a workplace and sexual harassment training attended by staff, the short-term incapacity of the elevator, and an investigation for the source of a leak around one of the round room windows. A. Gennis asked where in the Library the adult and youth standalone programs are occurring now. S. Raymond said that the Great Presenters program is back in the Raytheon Room based on audience request. Youth programs of larger attendance are in the Raytheon Room. Parents are now shopping the Friends Book Sale in the Raytheon Room while their children are engaged in library programs.

Friends' update, including: Raytheon Room use for ongoing book sale. Emily Kristofek and Carol Schneider joined the meeting. They presented a letter from Friends President Meredith Tobe about the continuing transition to using the Raytheon Room for the Friends ongoing book sale. The Friends are planning to replace the large metal shelving units in the lower hall with the type currently in use in the Raytheon Room. The portable screening for separating the book sorting areas from the main part of the Raytheon Room arrived and was opened for Trustees' consideration. Trustees expressed support for the continued rework of the shelving on the downstairs level for the ongoing book sale in the hallway and for the portable screening in the Raytheon Room.

Policies - small update to Child Safety. Initiate discussion of a review of Gift and Donation Policy (2003). Possible votes. S. Raymond had circulated a proposed minor revision to the Child Safety Policy. The proposed addition in the fifth paragraph clarifies when the space is reserved for teen use: *Use of the Teen Space is reserved for use by middle and high school aged patrons during after school hours, school vacations, and summer breaks.* E. Scola moved to approve the revision, with a second by E. Donnelly. Vote 5-0 to approve. Trustees recommended signage be posted with school hours, dates of school vacations and summer vacation for those adults who may wish to use the space.

S. Raymond also suggested that Trustees formally adopt a gift policy; it is not clear from the records that the nominal current policy was actually voted on by Trustees. S. Raymond was asked to develop a revised draft for Trustees consideration.

Library's 175th anniversary event update on progress and needs. Brandeis PhD students update on: research, history of the library commemorative booklet, possible event/s, other work. Possible vote to change source of funds for: production and publication of Brandeis students research booklet, quote #75355 from (Jet Marketing Solutions) not to exceed \$2500 and up to 23 hours in design costs for Emily Kristofek (\$700). The theme for the celebration, to be held on Sunday, May 7, is "Our History, Your Stories." E. Scola described some of the possible activities, especially for children, during the celebration, including a working typewriter to type celebratory messages.

E. Donnelly mentioned investigating having youth musicians play during the event, in addition to some other activities. The organizers are looking for additional help, in areas such as light refreshments (e.g., arranging for cupcakes, drinks, an ice cream truck), decorations (beyond the planned banner), outreach and publicity, including writing for the Patch and social media.

Librarian Marjanneke Wright joined the meeting to give an update about the booklet. She has reviewed the booklet manuscript for historical accuracy, with editing and proofreading by Andy Moore. The copyright will be registered to the Library, as agreed to by Brandeis and the students. There will be a presentation of the booklet by Jane Sciacca with a panel discussion by the Brandeis students and a professor; the event is scheduled for March 19, 2023, at 2:30 PM. So far 18 people have registered for in-person attendance, and roughly 25-30 by Zoom. Work is also in progress to make 3D models of each of the three historical locations of the library building.

At the previous meeting, Trustees voted to pay for the booklet production and printing using State Aid funds. A. Gennis explained State Aid funds are not appropriate in this case, suggesting that other funds be used. W. Treese moved to change the source of funds to the Draper Fund. Second by E. Scola. Vote 5-0 to approve.

Action Plan FY23, update, discuss progress. Trustees reviewed the director's Action Plan update. Trustees discussed the presentation of details for Goal 1 ("The Library Will Be an Essential Resource and Information Center") and noted that the web site update project with improved accessibility is relevant to Goal 2 ("Increase physical accessibility for all people"). Trustees also discussed when and how it might make sense to form a Library foundation, as well as some details about procedure manuals, staff advancement and retention related to Goal 5 ("Strengthen Staff Capacity to Maximize Service Delivery, Productivity, Job Satisfaction, and Employee Retention"). S. Raymond noted that the average tenure for library staff is currently about 14 years. Trustees asked for status tracking of tasks and details about the work with the Council on Aging and the Recreation Department.

WFPL-Working Group for building maintenance & repairs project, update. The report from the Working Group on the repairs and maintenance project indicates that the costs are much higher than expected. Work is underway to replan the actual work with priorities within the budget constraints, especially with making the elevator more accessible, which is a complex challenge. The Working Group anticipates a new plan of work with updated cost estimates at the beginning of March.

Trustees reports and concerns. A. Gennis noted that the Library's FY22 annual report for the town is not posted yet. . A. Gennis also noted a discrepancy between the online and print versions of the meeting room reservation form. E. Donnelly mentioned a recent presentation on legal issues for libraries by the MBLC, which both S. Raymond and A. Gennis have seen. A. Gennis recommends the program.

Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting. None.

Adjourn. Donnelly moved to adjourn, with a second by E. Scola. Vote 5-0 to approve.

The meeting adjourned at 11:22 AM.

Respectfully submitted by Win Treese

Documents for the Meeting

2023-01-18 BoLT minutes - DRAFT.docx

20230215 BoLT Agenda.pdf

20230215 BoLT dr.pdf

4 Notes WFPL-WGrp 2023.01.18 sent.docx

@@Trustees Circ Stats FY2021-2023.xlsx

Beginnings .docx

Child Safety 2019 rev 2022.docx

FY2023 Action Plan w accomplishments.docx

Gifts 2003.docx

Spending Summary as of 20230210.xls

Trust fund Summary as of 20230210.xls

WAYLAND LIBRARY 175TH ANNIVERSARY COMMEMORATIVE BOOKLET.docx

booklet scope of work final.docx

Emails for the meeting

Email from SR, 1/18/23 20230118 BoLT two stray agenda items in electronic format

Email from AG, 1/23/23 WFPL - please note email below- Fwd: State

Email from AG, 1/23/23 WFPL- updated attachment - Fwd: State Ethics

Email from SR, 1/25/23 A related library

Email from SR, 2/8/23 State of the Library

Email from SR, 2/10/23 20230215 BoLT Agenda and Supporting Documentation

Email from AG, 2/12/23 WFPL -- working group notes - Trustee meeting reminder Wed

Email from WT, 2/13/23 Draft BoLT minutes from January meeting

Email from SR, 2/13/23 WFPL Child Safety Policy DRAFT revision

Email from SRH, 2/13/23 Wayland Library Circ Stats Jan 2023 FY23

Email from AC, 2/13/23 Summary reports in preparation for the Trustees' meeting

Email from SR, 2/13/23 Temporary Suspension of Book Donations, the unabridged edition

Email from SR, 2/13/23 Re: WFPL Child Safety Policy DRAFT revision

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, March 22, 2023
8:30 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Leah Hart, Judy Dion, E. Scola, Win Treese, and Director Sandy Raymond. Absent: Elaine Donnelly. Emily Kristofek joined part of the meeting as liaison from the Friends. Librarian Marjanneke Wright joined for part of the meeting.

Call to order at 8:36 AM.

Public Comment. A. Gennis reported that the Library historical program on Sunday was fabulous.

Review and approval of Meeting Minutes, possibly including, but not limited to February 15, 2023. L. Hart moved to approve the minutes as distributed; second by E. Scola. Vote 5-0 to approve.

Discuss director's retirement including: action plan, screening committee, possible votes. Trustees discussed the upcoming retirement of Director Sandy Raymond. A. Gennis expressed appreciation to the Director for her 20 years of service at the library, 14 on staff and 6 as Director.

A. Gennis has communicated with: the MBLC for guidance; past Wayland trustees on earlier director searches; trustees of libraries who've recently hired a director; the Town's HR Department, and has attended an MBLC seminar on this topic. A. Gennis has reviewed information from prior WFPL director searches, from several other libraries, and MBLC tools. The process, tasks, and timeline for a director search and guidance for a charge and formation of a search/screening committee were discussed. Trustees reviewed and discussed a proposed charge for the committee. MBLC guidance recommends a committee of five: two Trustees, a member of the Friends, a library department head, a community member with library interest and experience. A. Gennis reached out to the Friends, staff, community members for today's meeting. Assistant Director Andy Moore is willing to serve as Acting Director if needed as well as serving on the screening committee.

Trustees discussed a proposed charge for the Screening Committee. E. Scola moved to approve the charge to the Screening Committee as circulated with the date to be filled in. J. Dion seconded. Vote 5-0 to approve. L. Hart and A. Gennis offered to serve as Trustee representatives on the screening committee.

E. Scola moved to name A. Gennis (trustee), L. Hart (trustee), Vicky LaFarge (community member, former member of the Library Planning Committee member of a prior director search), Meredith Tobe (Friends, President), Andy Moore (Assistant Director, library staff), and Amy Conway (Office Manager, library staff) as members of the screening committee. Second by J. Dion. Vote 5-0 to approve.

Trustees discussed the proposed job posting and whether or not to engage a search consultant to assist in the hiring process. The value of a search consultant comes in several ways: writing an effective job posting, drafting and analyzing survey questions, assisting in posting ads, assisting in recruiting, and assisting in reviewing applications with the screening committee. Trustees discussed points for a scope for a consultant's services, A. Gennis will draft a scope. E. Scola moved to authorize A. Gennis to identify consultants and bring a proposal to the Board to engage one as appropriate. Second by J. Dion. Vote 5-0 to approve.

175th anniversary event, update. Librarian Marjanneke Wright reported about the panel discussion on Sunday, March 19, 2023 about the history of the WFPL. Wayland resident and de facto town historian,

Jane Sciacca, discussed her experience with libraries; Brandeis history department doctoral candidates Rafael Abrams, Elizabeth Simms, Joseph Weisberg presented research highlights of the WFPL's history; UConn Professor Emeritus, Dr. Robert Gross, spoke about "The Public Library and the Community: Reflections on Wayland's Experiences," and Wayland's unique history as a pioneering library and its place in the broader context of Massachusetts, New England, the nation at large. The program was well attended in-person and virtually. MJ Wright was thanked for this very interesting and important program.

Ann Flowers, former Youth Services Director, book collection. This is a set of old children's books that has not been in circulation. M. Wright recommends selling them.

Friends update, including use of Raytheon Room, lower level, for ongoing book sale. Emily Kristofek joined the meeting as representative of the Friends. The sorting area is now in a screened corner of the Raytheon Room and the Friends have completely moved out of the staff hallway. The Friends are very happy with \$392 in sales from half the month (3/8-3/20). The sale has also attracted interest from some dealers. She also reported that the Friends are planning to reinvigorate engagement with members and are looking at membership management software to help with that.

175th anniversary event, update (continued). E. Scola gave an update on the 175th outdoor event for Sunday, May 7, 2023. Plans for various aspects are solidifying, including music from both Andy Moore's music group and high school musicians. S. Raymond and A. Gennis will speak. There is now a template for the memory book, although the deadline is not yet determined.

Monthly Reports: Financial/Statistical Reports, Director's Report, if available. Trustees reviewed the financial reports, circulation report, and the director's report. The water problem in the round room has not yet been resolved, Trustees continue to question progress, especially since this leak affects the interior of the original building. Trustees discussed patron reports of problems opening the public entry door to the library at the parking lot; S. Raymond will investigate some kind of bell or indicator if assistance is needed until the reworking of the entrance is done.

The web site redesign project continues in the design phase. S. Raymond and librarians Tyler Kenney, Andy Moore, and Pam McCuen are working with them. The process going well, and S. Raymond expects to have something to show for the next meeting.

Library Maintenance & Repair project, update. A. Gennis gave an update from the working group for the Library building maintenance. It is moving slowly.

Gifts and Donations Policy DRAFT, possible vote. This item was passed over.

Trustees reports and concerns. A. Gennis asked that progress on the Round Room water leak and on the new website design be reported until resolved in the Director's Report.

Adjourn. E. Scola moved to adjourn, with a second by L. Hart. Vote 4-0 to approve.

The meeting adjourned at 10:20 AM.

Respectfully submitted by Win Treese

Documents for the Meeting

20211216 Small Funds.xlsx

2023-02-15 BoLT minutes - FINAL DRAFT.docx

20230322 BoLT Agenda.pdf

20230322 dr.pdf

5 Notes WFPL - WGrp 2023.02.08.pdf

@@Trustees Circ Stats FY2021-2023.xlsx
Copy of FOWL Letter to the Trustees 2.15.23.docx
DirJobPostPDF edits SR 2023.03.docx
Fund and Grant Expenditure Processes.xlsx
Funds & Grants Overview.xlsx
Gift and Donation DRAFT Policy.docx
Library_director pdf ToW site -- Personnel Bd 2016.pdf
Notes updated for Library anniversary event 03.19.docx
Spending Summary as of 20230316.xls
Staff q's Library Dir qualities 2023.03 aag.docx
Staff-TE Major_Challenges_Facing_our_Library 2023.03.docx
Trust fund Summary as of 20230316.xls
WFPL Board of Library Trustees Calendar of Agenda Items-1.docx
WFPL Board of Library Trustees Calendar of Agenda Items.docx
WFPL Dir Search Plan 2023.03 aag.docx
WFPL- Charge Libr Dir Search Com. 2023.03 aag.docx

Emails for the meeting

Email from SR, 2/16/23 FY2022 WFPL Annual Report
Email from SR, 2/21/23 FYI: Flowers for library
Email from SR, 2/24/23 Potential conflict 3/15
Email from SR, 2/27/23 Library Director, Letter of Resignation
Email from SR, 2/27/23 Fwd: [allregions] reminder: Library Foundation Forum on 2/28 at 10am
Email from EK, 2/28/23 Trustees--you're invited to book sale setup!
Email from SR, 2/28/23 Power outage
Email from AG, 3/1/23 WFPL - quorum check 2 dates
Email from AM, 3/3/23 library publicity for March 6
Email from AG, 3/6/23 WFPL - 8:30 a.m., Wed. March 22, quorum for next Trustee meeting
Email from SR, 3/6/23 Eyes and monkey wrenches
Email from SR, 3/6/23 Re: Eyes and monkey wrenches
Email from SR, 3/7/23 WFPL around town
Email from SR, 3/10/23 Re: WFPL around town
Email from SR, 3/14/23 WFPL is closing at noon
Email from SR, 3/17/23 20230322 BoLT agenda and supporting documentation
Email from SR, 3/17/23 Re: 20230322 BoLT agenda and supporting documentation
Email from SR, 3/17/23 Re: 20230322 BoLT agenda and supporting documentation
Email from AC, 3/17/23 Summary reports in preparation for the Trustees' meeting
Email from AG, 3/18/23 WFPL - Trustee Meeting - 8:30 a.m., Wed., March 22, 2023
Email from SR, 3/20/23 WFPL Funds and Grants plus one
Email from SRH, 3/20/23 Wayland Library Circ Stats Feb 2023 FY23
Email from SRH 3/21/23 Update on latest Stats

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, April 19, 2023
9:05 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Elaine Donnelly, Leah Hart, Win Treese, and Library Director Sandy Raymond. Librarian Marjanneke Wright joined for part of the meeting. Meredith Tobe and Emily Kristofek joined part of the meeting as liaisons from the Friends. Absent: Trustees Judy Dion and Elisa Scola.

Call to Order at 9:05 AM.

Public Comment. None

Review and approval of Meeting Minutes, possibly including, but not limited to March 22, 2023. E. Donnelly moved to approve the minutes as presented; second by L. Hart. Vote 4-0 to approve.

Monthly Reports: Financial/Statistical Reports, Director's Report, if available. E. Donnelly asked about spending for training & education; S. Raymond noted that several employees will be participating in upcoming events and that this category of expenditures frequently happens later in the fiscal year because of the timing of relevant events. A. Gennis asked that Trustees be provided with details of the Library Gifts fund. A. Gennis asked about the status of the window leak, especially given some concerns about protecting the friezes located above the windows in the round room. The Town has determined the location of the leak but has not performed the repair; A. Gennis will follow up with the Town. Stirling expects to show the new web site in preliminary form to library staff next Monday. A. Gennis noted appreciation that the library newsletter is now available at the COA. Adult programming is currently being split between upstairs spaces and the Raytheon Room.

Vote question of payment: ESOL trainers for Spring 2023 training session, invoices dated April 10, 2023, \$300 to each, Virginia Steele and Jane Albert for a total of \$600.00. W. Treese moved to approve payment from the Millennium Fund of the April 10, 2023 invoices of Virginia Steele for \$300 and of Jane Albert, \$300 for 15 hours of instruction of the ESOL Spring 2023 Tutor training course . Second by E. Donnelly. Vote 4-0 to approve.

Gifts and Donations Policy, discuss, possible vote. A. Gennis requested some clarifications of the language describing the Millennium Fund in the circulated draft policy. S. Raymond will revise and review the policy with the Town.

Discuss director's retirement, update on progress for new director search, including: consultant proposals, hiring, possible votes. Trustees reviewed the Search Consultant Scope of Services and four responses from potential consultants and discussed the relative merits of each. Trustees discussed some relevant items for the reference checks, notably process, quality and range of candidates, and outcome of previous searches. L. Hart moved to hire Jennifer Harris as the consultant to assist the Library Director Screening Committee, pending reference checks, with the alternative being Community Paradigm Associates, also pending reference checks, for no more than \$10,000, to be funded by the Millennium Fund, second by W. Treese. Vote 3-1 in favor.

As a follow-up to discussion with Human Resources, A. Gennis suggested the level of the Library Director position be raised to N-11 in the job grade schedule to make the salary range more comparable to peer towns and encourage more qualified candidates in this competitive market. Currently, the only

position in the Town at the N-10 level is the Library Director. The change in job grade would require approval by the Personnel Board. A. Gennis suggested that this would be an appropriate change to request. W. Treese moved to authorize A. Gennis to work with Human Resources to request that the Personnel Board reclassify the Library Director at the N-11 level; second by L. Hart. Vote 4-0 to approve.

A. Gennis asked S. Raymond to provide a final report on the FY23 Action Plan before her last day. S. Raymond agreed to do so as well as to assist as needed with the narrative of the annual report. It was noted the data for the statistical chart is not available until after her retirement date.

Ann Flowers, former Youth Services Director, book collection. A. Gennis asked Trustees to review the proposal for the Ann Flowers book collection in the staff break room. Passed over.

175th event, Sunday, May 7, 2023, update. E. Donnelly gave an update on the planning for the in-person event, for which the pieces are coming together. There will be a publicity push following April vacation week. L. Hart asked about plans for notifications in case of likely rain; E. Donnelly will follow up.

Friends' update, including use of Raytheon Room and lower level for ongoing book sales. Meredith Tobe and Emily Kristofek joined the meeting from the Friends. Book sales from the Raytheon Room and lower hall have been doing very well. Average revenue so far has been \$700 per month, with a big bump in March following the book sale event. Library Appreciation Week is coming up, and the Friends are hosting a lunch for staff. They are starting a trial for a new membership database ("Wild Apricot") to keep track of members and improve communications with members. This also allows more flexibility in joining the Friends throughout the year. The Friends are planning a pop-up sale of gardening books for May 20 at the Town Building during the Wayland Garden Club's annual plant sale. The Friends now have doubled the number of book sorter volunteers with the easier space to work in. Feedback about the combination of the meeting space and the book sale has been very positive, including from art exhibitors who appreciate the new aesthetic and extra draw of people who then see the art. Library programs continue in the Raytheon Room with several occurring in the upstairs round room and those with larger attendance occurring in the Apse.

Library Maintenance & Repair project, update. No update to share.

Trustees reports and concerns. None.

Topics not reasonably anticipated by the chair 48 hours in advance of the meeting. None.

E. Donnelly moved to adjourn the meeting; second by L. Hart. Vote 4-0 to approve.

The meeting adjourned at 10:56 AM.

Documents

2023.03.22 BoLT minutes - FINAL DRAFT.pdf
20230419 BoLT Agenda.pdf
20230419 BoLT dr.pdf
Ann Flowers Childrens Books.docx
Bill WFPL BoLT 2023 Spring JA.docx
Bill WFPL BoLT 2023 Spring VS.docx
Gift and Donation DRAFT Policy.docx
Spending Summary as of 20230414.xls
Trust fund Summary as of 20230414.xls
AFauver - Bibliotemps 2023.04.14 12.29pm.pdf
BLynch -Community Paradigm Assoc LLC 2023.04.14.pdf

Jennifer Harris - 2023.04.12 Profile.pdf
Jennifer Harris Cover Letter Wayland 4.11.23.pdf
Jennifer Harris Updated Resume- Consultant 4.11.23.pdf
References Jennifer Harris Wayland Public Library 4.11.23.pdf
KLinehan - 2023.04.07 9.28am.pdf
Scope Consultant Library Director Search 2023.04.05.pdf
WPL Consultant Project Plan Quote 4.12.23.pdf
WPL Consultant Project Revised Submission 4.13.23.pdf

Emails for the meeting

Email from SR, 3/28/23 Patron complaints
Email from SR, 3/30/23 ...and cake!
Email from SR, 3/30/23 (No Subject)
Email from SR, 4/11/23 In case you were wondering...
Email from SR, 4/13/23 20230419 BoLT Agenda and supporting documentation
Email from ES, 4/13/23 Re: 20230419 BoLT Agenda and supporting documentation
Email from SR, 4/13/23 (No Subject)
Email from WT, 4/13/23 Re: 20230419 BoLT Agenda and supporting documentation
Email from AG, 4/15/23 WFPL - Trustee Meeting, Wed., April 19, 2023 at 9:0
Email from AC, 4/18/23 To Summary reports in preparation for the Trustees' meeting
Email from AC, 4/18/23 Addendum
Email from AG, 4/18/23 I Reminder- 9:05 am trustee meeting - Wed., April 19,.
Email from SRH, 4/19/23 10 Wayland Library Circ Stats Mar 2023 FY23

Wayland Free Public Library
Library Directors Screening Committee Meeting Minutes
Tuesday, May 9, 2023
4:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Jennifer Harris (consultant), Vicki LaFarge, Andy Moore, Meredith Tobe

Call to Order at 4:05 PM

Public Comment: None

Welcome and Introductions: A. Gennis welcomed the group and thanked the members for agreeing to participate. She explained that the Board of Library Trustees (BoLT) had voted at its March meeting to form a Screening Committee to identify candidates for the position of Library Director of the Wayland Free Public Library (WFPL). The present Director, Sandy Raymond, will retire on June 30, 2023. Also at its March meeting, the BoLT had voted to solicit proposals from consultants to assist the Search Committee in its work. In a meeting on April 15, 2023, the BoLT reviewed four consultant proposals and voted to select Jennifer Harris to act as consultant to the Search Committee. Her contract is being finalized.

A. Gennis then asked those present to introduce themselves and explain their connection to the library. The voting members of the Search Committee are Aida Gennis (Board of Library Trustees), L. Hart (Board of Library Trustees), Vicki LaFarge (community member, former member of the Library Planning Committee and member of a prior director search), Meredith Tobe (President of the Friends of the Wayland Free Public Library), Andy Moore (Assistant Director, library staff), and Amy Conway (Office Manager, library staff). The consultant and non-voting member, Jennifer Harris, retired as Director of the Plymouth Public Library then served as Interim Director of the Acton Memorial Library and the Kingston Public Library. In both these positions, her job included assisting in the search for a new Library Director.

Search Committee Guideline and Procedures: A. Gennis outlined the procedures and policies under which the committee will operate.

General Meeting Guidelines: All members should come to meetings prepared, on time, and ready to contribute and listen respectfully.

Open Meeting Laws: Like all Town of Wayland committees, the Library Director Screening Committee is subject to the Open Meeting Law. Meeting dates, agenda and minutes must be posted on the Town of Wayland website. All deliberations and decisions are to take place during meetings. Electronic communication is limited to disseminating information for the meeting and for scheduling purposes.

Votes and Quorum: As a body of six, a quorum for decisions is four. Ideally, consensus will emerge for decisions. Decisions will be voted on and recorded.

Executive Sessions: A. Moore asked for clarification of the provisions for the committee going into Executive Session. A. Gennis, referring to the Public Body Checklist for Preliminary Screening Committees, outlined conditions under which the committee might go into Executive Session: to do the

initial work of considering and interviewing applicants who may not wish to notify their present employers of their application. She emphasized that final interviews are done in open session.

Role, Responsibility, and Charge of the Screening Committee: A. Gennis referred the members to the Wayland Free Public Library Screening Committee Charge and the Consultant Scope of Services, and the Consultant's Plan and Timeline. She noted that the consultant will solicit input about the role of the Library Director from BoLT members and members of the Friends of the Wayland Public Library and liaise with Kate Ryan, the Town of Wayland's Human Resources Manager around job postings. The consultant will speak directly and individually with Library staff to gather their input. A. Conway asked if the Wayland Library staff input would remain anonymous. J. Harris responded that yes. The consultant will also assist the committee in developing interview questions, reviewing applications, conducting a first and possibly second round of interviews prior to the committee recommending finalists to the BoLT for a final decision.

A. Gennis discussed two specific roles needed by the committee: a minute taker and a chair. The minute taker, which could be a rotating role, will take minutes of all open and executive sessions to be reviewed and approved by the committee and posted on the Town of Wayland website. The chair will liaise with the consultant, prepare the meeting agenda, manage meetings, move the committee in and out of executive sessions as needed, and update the BoLT on the progress of the search. A. Conway and A. Gennis expressed willingness to serve as minute taker and chair respectively.

L. Hart moved that the committee appoint A. Conway, minute taker, and A. Gennis, Screening Committee chair. M. Tobe seconded the motion. The motion passed unanimously.

Confidentiality: A. Gennis highlighted the importance of maintaining confidentiality throughout the process, reminding that potential candidates typically do not notify current employers of their search unless they become finalists, reviews will be done in executive session. J. Harris asked if the present Director's planned retirement and Library Director Search was public. A. Gennis said that it was.

Timeline and Task: Referring to the Consultant's Project Plan and Timeline, J. Harris said that this was a very aggressive timeline, and that the committee would need to be flexible. A. Moore commented that he supported the aggressive timeline and A. Conway expressed her appreciation for its thoroughness.

The following points emerged as the committee reviewed the timeline:

- First-round interviews will be virtual.
- Second-round interviews will be live.
- A. Moore asked about Town of Wayland Human Resource Department involvement in the interviews. A. Gennis reported that Kate Ryan, Human Resource Manager, will review interview questions and is available as a resource.
- J. Harris suggested that the committee might ask second-round candidates to prepare a written assignment to assess writing and communication skills. She also suggested that an assignment, such as a power point presentation for the final interview, would be appropriate. A. Gennis commented that these types of assignments had been done in past searches.
- Possible posting sites are to be decided but may include library specific sites both local and national as well as affinity groups within these, local sources for news dissemination, Town of Wayland website and news. J. Harris recommended that the library join the ALA. J. Harris invited committee members to send her additional ideas for places to post the job announcement to ensure a broad and diverse audience and candidate pool.

The committee agreed on to meet from 3-5 PM on the following dates:

- May 24
- May 31 (Save the Date)
- June 14
- June 21 (Save the Date)
- June 28
- Dates for first-round virtual interviews will be scheduled once candidates are identified.

A. Gennis will identify the meeting place with a preference for the Town Building.

V. Lafarge asked about policies related to the need to attend an interview to vote on a candidate. Policies related to voting on candidates will be discussed at a future meeting.

Job Description and Posting J. Harris asked about the benefits package, probation period, and salary range for the Library Director. She will confirm this information with Kate Ryan, Human Resources Manager.

The members reviewed the Town of Wayland Library Director Job Description. A. Gennis will discuss recommended changes/additions with Kate Ryan. A. Gennis will present them with Kate Ryan to the Personnel Board. Discussed were the following recommendations:

- Ask Kate Ryan about the inclusion of language related to EEOC.
- Refer to the Board of Library Trustees in the consistent manner.
- Include *"volunteers"* under Supervision Exercised.
- Essential Functions (paragraph two): Include *"municipal rules, regulations, policies and by-laws"* in sentence five.
- Essential Functions (paragraph nine): Insert after second sentence *"Insure a current strategic plan and annual action plan is filed with the Mass. Board of Library Commissioners."*
- Essential Functions (paragraph twelve): Replace *"Lobbies as needed"* with *"Advocates as needed."*
- Essential Functions (insert a new paragraph after paragraph fifteen): *"Collaborate with appropriate Town of Wayland Departments and the Board of Library Trustees in repairs and renovations of the historic library building."*
- Recommended Minimum Requirements: Period needed at the end of the Experience section.
- Knowledge, Abilities, and Skills (line three): Replace *IMLS* with *ILMS*.
- Knowledge, Abilities, and Skills (line six): Include *"of"* after Knowledge.
- Knowledge, Abilities, and Skills (line thirteen): Add *"and software"* as the end of the sentence.

The motion made by A. Moore and seconded by M. Tobe to approve the recommended edits and changes passed unanimously. A. Gennis will present the recommendations to Kate Ryan, Human Resources Manager.

J. Harris asked about the salary range for the Director position. A. Moore expressed concern about whether the job could be posted if the Personnel Board did not approve a range at its next meeting. A. Gennis confirmed that the job posting will proceed with the proposed edits if approved by the Personal Board or as it now stands if edits aren't accepted. The posting is not contingent on the approval of the change in salary grade from N-10 to N-11 which Trustees have charged A. Gennis to request from the

Personnel Board. Trustees believe the change in grade is warranted considering the duties of the director's job which have increased over the years including: management and maintenance of an historic building; operating 67 hours/ week during the school year, 60 hours/ week summertime; managing a sizable staff; etc.

Motion to adjourn by A. Moore. Second by M. Tobe. Vote in favor: Unanimous.

Meeting adjourned at 5:55 p.m.

Respectfully submitted by Vicki LaFarge

Documents for the Meeting:

Library Director Screening Committee Agenda, 2023.05.09

Public Body Checklist for Preliminary Screening,

Jennifer Harris, Profile.pdf

Jennifer Harris Profile-updated.pdf

Jennifer Harris - Project Plan and Timeline

WFPL - Charge Library Director Screening Committee 2023

Consultant Scope of Services 2023.04.05

Library Director.pdf (Town of Wayland Job Description)

Emails for the meeting:

Email from A. Gennis, 5/5/2023 WFPL-Meeting Tuesday, May 9, 2023 at 4:00 pm

Email from A. Gennis, 5/9/2023 WFPL-reminder today 4-6 pm

Email from A. Gennis, 5/9/2023 WFPL- for today's meeting if you can read it-sorry

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, May 17, 2023
9:05 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Elaine Donnelly, Judy Dion, Leah Hart, Elisa Scola, and Library Director Sandy Raymond. Jennifer Harris consultant to Library Director Screening Committee, Emily Kristofek joined part of the meeting as liaison from the Friends. Absent: Trustee Win Treese

Call to Order at 9:05 AM.

Public Comment. None

Review and approval of Meeting Minutes, possibly including, but not limited to April 19, 2023. E. Scola moved to approve the minutes as presented; second by L. Hart. Vote 5-0 to approve.

Monthly Reports: Financial/Statistical Reports, Director's Report, if available. Circulation reviewed with 10 year comparison of print and e-materials. Print comprises approximately 2/3 of circulated materials. Process for payment of expenditures with Trustees' private funds was reviewed. The Library is now an American Library Association member which offers, among other things, free and discounted training. Trustees' questioned and expressed concern about the Round Room window/roof leak and ensuring the plaster friezes are protected before and while repair work is performed. Some damage to wood above the window has been reported. Materials in the Cage on the West Mezzanine have been transitioned out of the space over time; a table and chair have been added for staff work as a number of staff have no office space. Newer black chairs with wheels are used for meetings in the lower level Meeting Room/Raytheon Room. The parking lot and the lawn on the north side of the library was the location for the 175th anniversary event. The Historic District Commission voiced concern regarding siting of a bench in the District along the rail trail.

Meet Jennifer Harris, consultant to the Library Director Screening Committee. Jennifer Harris is now under contract as a consultant to assist in the search for a new library director. J.Harris presented an overview of the first meeting of the Screening Committee: the process for a search, timeline, dates, and job description discussed. A. Gennis presented the Library Director job description to the Personnel Board, which was approved. In addition, the Personnel Board voted to approve the salary grade level change from N10 to N11 after discussion of the job tasks and skills. The Library Director's responsibilities include management of: the building, thirty staff, technology requirements, ensuring compliance with regional and state agencies, collaboration with departments and organizations within and outside of Wayland, addressing needs of local and remote constituents, work hours which are routinely extended. This salary range is in-line with responsibilities and more comparable to that offered by peer towns.

Library Director Screening Committee update, possible vote of funds to pay for institutional memberships to library associations, ALA, MLS/NELA, others, and for job posting. The Friends have offered to assist with payment of costs to post the Director job position up to \$650. L. Hart moved to vote \$1,400 from State Aid to pay for institutional membership to Library associations and to post the job widely, E. Scola second. Vote 5:0 to approve.

Ann Flowers' collection of books, discuss, possible vote to sell. E. Scola moved to request Jane Sciacca review the collected items for any items that may interest the Grout-Heard House Museum and to give the balance of the materials to the Friends for their best use, E. Donnelly second. Vote 5:0 to approve.

Gifts and Donations Policy, discuss, possible vote. Draft policy with minor edits will go to Town Council for review. Trustees will discuss at next month's agenda. A. Moore will file an application with the Historic District Commission for their consideration of the approval and installation of a bench facing the library along the rail trail in memory of Town resident Phil Schneider. J. Dion will send thank you to donor.

Annual Report FY23, update, review. Trustees offered additions to the draft report. S. Raymond requested suggested text be sent to her for any further additions.

FY23 Action Plan, final update, review. It was noted the 5-Year Capital Plan includes maximizing use of the outdoor spaces, perhaps with pavers.

Website, discussion of draft. Director and staff reviewed likes/dislikes of website designed by Stirling Brandworks. Staff can edit content after the website is finished. Trustees suggest an easy search for Library Reports and Library History content pages is important and should be listed together.

Raytheon Room use, update including: Friends update, library programs & meetings, art gallery. Location for programs is based on space availability and anticipated attendance. Programs are occurring in the Meeting Room/Raytheon Room, Children's Room, Round Room, North Wing, East Mezzanine, lower parking lot, on the north lawn, and Hannah Williams playground. The rotating art on the walls is provided by Wayland Arts, Wayland Schools and individuals; there is a calendar sign up and requests go through A. Conway, Office Manager. E. Kristofek, Friends shared the Friends May 2023 update including information on the ongoing book sale, staff appreciation luncheon held by the Friends, Director's job posting financial assistance, celebration planning of the Director's tenure & retirement, pop-up gardening and sale of cookbooks at the Wayland Garden Club Annual plant sale event.

Trustees reports and concerns including: 175th Celebration, May 7, 2023, Update, library history booklet, Library Repair and Maintenance Project. Wayland Garden Club has a long history of providing weekly flowers for the circulation desk since 1922 that has been very appreciated. Wayland Garden Club members also weed and water the garden at the south side entrance to the library during summer months. This summer indoor flower arrangements will be suspended from Memorial Day through Labor Day, during the months the Wayland Garden Club cares for the garden. The 175th anniversary celebration on May 7th was held in the lower parking lot and on the north lawn and was well attended, with a door count of 240. Attendees enjoyed music from Wayland High School's Honor Jazz Ensemble and A. Moore's jazz group. Children's activities were overseen by P. McCuen, Head of Youth Services, assisted by Trustee E. Scola. Attendees also enjoyed cupcakes, an ice cream truck, reflective speeches by students, and inspirational reflections by A. Moore, Assistant Director and A. Gennis, Trustee Chair. Trustees thank all anniversary celebration organizers and contributors, especially Trustees E. Donnelly and E. Scola. **The library history booklet** is in its final stages. **Library repair and maintenance project:** no update.

Topics not reasonably anticipated by the chair 48 hours in advance of the meeting. Quorum check for next meeting date, June 21, 2023.

E. Scola moved to adjourn the meeting; second by A. Gennis. Vote 5-0 to approve.

The meeting adjourned at 11:00 AM.

Documents

2023.04.19 BoLT minutes - FINAL DRAFT.pdf
20230517 BoLT Agenda.pdf
20230517 BoLT dr.pdf

Ann Flowers Childrens Books.docx
Gift and Donation DRAFT Policy.docx
FY2022 Action Plan w accomplishments.pdf

FY2023 Annual Report draft.docx

WFPL Library Director Job Description

Letter to Trustees 5.17.2023

Emails for the meeting

Email from AG, 4/18/23 WFPL Fwd: Open Meeting Law Resources and Training

Email from SR, 4/26/23 Gift account deposit details

Email from SR, 4/26/23 How to cut down on meeting

Email from SR, 4/27/23 New website preview

Email from AG, 4/29/23 WFPL – sorry for weekend email – quorum check

Email from SR, 5/01/23 Ah Spring is in the air!

Email from SR, 5/08/23 175th

Email from WT, 5/08/23 Final draft of minutes from April meeting

Email from ED, 5/08/23 Thank you

Email from SRH, 5/10/23 Wayland Library Circ Stats April 2023 FY23

Email from SR, 5/12//23 20230517 BoLT supporting documentation

Email from SR, 5/15/23 20230517 BoLT supporting documentation, the rest of the story

Email from SR, 5/16/23 New website peek

Email from AG, 5/17/23 WFPL – Friends update

Wayland Free Public Library
Library Directors Screening Committee Meeting Minutes
Wednesday, May 24th, 2023
3:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Jennifer Harris (consultant), Vicki LaFarge, Andy Moore, Meredith Tobe

Call to Order at 3:04 PM

Public Comment: None

Review and approval of meeting minutes: May 9, 2023: A. Moore moved to approve the minutes with no changes. M. Tobe seconded the motion. The motion passed unanimously.

Project Plan and Timeline: J. Harris reviewed the updated project plan, which now includes meeting dates discussed in the last meeting. She remarked that the first round of interviews will all be virtual providing every interviewee the same format and intending to ensure each committee member can participate. A brief discussion of the evaluation and voting process included whether a committee member should evaluate and vote on candidates if they miss an interview of a single candidate in that round, or whether a member can evaluate but abstain from voting. The protocol for interview attendance and voting will be put on the next agenda for further discussion.

Personnel Board: A. Gennis provided an update on how the recent Personnel Board meeting went. The Personnel Board voted to approve edits to the Library Director's Job Description and voted to change the salary grade to N-11 from N-10, effective as of the date of the meeting, May 15, 2023. Discussion considered the Library Director's job tasks and skills, library budget, number of staff supervised, maintenance and operations of a building and grounds, comparing these to N-10 and N-11 positions in Wayland. Salaries of directors in neighboring and comparable communities were considered by the Board as well.

Town Job Posting: J. Harris confirmed that the Library Director position had been posted to the Town of Wayland website as of May 22nd, 2023. The posting will be added to MMA.org, Indeed, LinkedIn and Guilfoil Public Relations. J. Harris also confirmed that she would be posting the job with the Massachusetts Board of Library Commissioners site, American Library Association's national site and with several of its sub-groupings, and Simmons University websites within the next two days. She also remarked that the proportion of health insurance that the town pays for its employees, the vacation time policies and pay increase structure were all going to look attractive to candidates. The Board of Library Trustees and the Friends of the Wayland Library will fund the cost of postings.

Community Profile: J. Harris introduced the Community Profile, which will be included in some of the job postings that will be going up in the next few days. The aim of the Community Profile is to present Wayland's character to potential applicants so that they can familiarize themselves with the town's makeup, culture and geography. The members reviewed the Community Profile and made edits as they went. M. Tobe remarked that potential candidates who might be from other states might not understand the Open Town Meeting structure and so an introduction to that would be helpful.

Discussed were the following recommendations:

In first paragraph, replace "progressive" with "forward-thinking"

Under the Government heading, first paragraph, remove extraneous details about Town Manager's duties and responsibilities and remove the full last sentence of the paragraph.

Under Government heading, second paragraph, the sentence was reworded for clarity.

Under Geography, first paragraph, the sentence detailing bordering towns was removed.

Under Geography, second paragraph, the paragraph was shortened to one line stating, "Wayland is accessible and attractive as a suburb of Boston, with convenient access to the Massachusetts Turnpike and Route 128/I-95."

Under Culture, removed "just outside of Boston" and added a detail about Wayland being known for its excellent school system. Also modified the sentence that mentions the public library so that it says, "It is home to *an historic* public library"

Under the Wayland Free Public Library heading, the details about the contents of each floor of the library were expanded and made more specific and detailed that the creation of the Teen Loft was due to the Friends of the Wayland Library obtaining funding from a local bank. Added details about the Friends predominantly funding library programming and mentioned that WFPL belongs to the 41 member Minuteman Library Network. A. Moore confirmed that he would be providing confirmation that half of our staff does hold advanced degrees in Library Science. Also added details that all full time staff are members of a town union and a sentence about the committed Board of Library Trustees.

A. Moore moved to accept the edits to the Community Profile as discussed in the meeting. L. Hart seconded the motion. The committee unanimously approved the motion.

Surveying Staff and Trustees: J. Harris mentioned that surveying trustees is already underway and asked if there will be a private meeting space at the library for her to meet with each staff member. A. Conway and A. Moore confirmed that accommodations could be made for this to work.

First Round Interview Questions: A list of first round interview questions were passed around to each member. J. Harris requested that the members review the list before the next meeting, possibly classifying the questions as more appropriate for a first round interview versus a second round interview, and come up with any ideas for changes. Any suggestions should be emailed directly and individually to J. Harris prior to Tuesday, May 30th.

Discuss wish list of qualities & skills for the library director: J. Harris requested that each person in the room express their wishes of qualities and skills for the person who might fill the role as new Library Director. Discussion included:

1. an advocate for staff who gives them a high priority, and is receptive and responsive and defends staff from the occasional rude patron, maintains grace under pressure and “has a spine”;
2. someone who might continue the tradition of the Library Director having a regular shift on the reference desk so that they are regularly interacting with patrons;
3. someone who is outward facing to the community and who will work to bring people in to the library and will be a good representative of the library to the community;
4. someone used to a high level of engagement between the community and library staff. Wayland as a community will probably expect their director to be willing to speak with patrons directly and individually at times;
5. someone who is going to bring more new ideas to the library and is willing to continue to engage with the Friends and have open communication about what the library’s needs are;
6. someone with strategic vision and who can be collaborative due to the structure of governance within the library and the Town of Wayland;
7. someone who is able to scope out the landscape, build relationships and figure out how the structure of the town works to achieve what the library needs;
8. someone who can see the library for not only what it has been, but also what it could be, and is able to balance those two things to bring new things to the library while also maintaining the character that gives the WFPL its character;
9. someone who could set very clear priorities and expectations for their staff.

Next Meeting Date - 5/31, 3:00 PM at Wayland Town Building: The date of the next meeting was confirmed.

Adjourn: Motion to adjourn by A. Moore. Second by L. Hart. Vote in favor: Unanimous.

Meeting adjourned at 5:06 PM.

Respectfully submitted by Amy Conway

Emails:

AGennis, 05.19.2023, Re: WFPL- agenda, May 24, 2023 at 3:00 pm, next Screening Committee meeting

AGennis, 05.24.2023, WFPL-LDSC updated (reformatted) short job posting

Documents for the Meeting:

Agenda 2023.05.24 - in person.pdf

WPL - Expanded Timeline Consultant Project 5.24.23.docx

WFPL - Job Description Personnel Bd meeting - edits accepted - salary grade approved 2023.05.15.pdf

Job Post 2016 and 17.pdf

WFPL - posting costs 2023.5.17 trustee meeting.docx

Draft Minutes for Screening Committee May 9 2023 submitted by V. LaFarge.docx

Library Director_Posting_5.22.23 2.pdf

Wayland Free Public Library Community Profile - Recruitment May, 2023

Interview Questions for Library Director 2023

Wayland Free Public Library
Library Director Screening Committee Meeting Minutes
Wednesday, May 31st, 2023
3:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Andy Moore, Meredith Tobe and Jennifer Harris (consultant)

Call to order at 3:05 PM

Public Comment: None

Review and approval of meeting minutes: May 24, 2023: A. Moore moved to approve the minutes with no changes. M. Tobe seconded the motion. The motion passed unanimously.

Project Plan and Timeline: J. Harris updated that she had conducted three interviews with staff members and two interviews with members of the Board of Trustees. She plans to spend at least two days at the library in the future, in order to interview more people in regards to their wishes for a director.

Regarding our next scheduled meeting on 6/14, A. Moore will not be able to attend in person, so the group discussed the logistics around setting up a zoom meeting within the open meeting format. The location of the next meeting is pending, but the meeting may be held in the Raytheon Room inside the library, if the space is available.

Town Job Posting, Community Profile, update including: status, posting, locations: A. Gennis gave an update detailing that the library director job posting is live on the Town HR website. This posting links to both the job description that was recently approved by the Personnel Board and to the Community Profile that was edited during the Committee's last meeting. A. Gennis thanked A. Moore for larger, higher quality photos for the Community Profile. A. Gennis also remarked that the job posting is also on MMA.org, Indeed and would be up on LinkedIn very soon. Also she mentioned that J. Harris had posted the job on MBLC.

Surveying Staff and Trustees – update: this portion of the agenda was covered in the Project Plan and Timeline section, so the committee moved on.

Library Director qualities & skills, review and discuss wish list: A. Gennis asked if the current list included comments from the staff and trustee interviews that have happened to date and J. Harris confirmed that it did include that information. A. Gennis requested that an item about learning the town bylaws be added to the list and J. Harris expanded upon that with "and respects local policies and procedures". A. Gennis asked how J. Harris envisioned this list being used and J. Harris clarified that it would be used to develop the interview evaluations so that we could ensure that the candidates were meeting the important features that the committee, library and trustees want in a director. J. Harris commented that if anyone has a particular evaluation matrix that they have used in the past and liked, to please email it to her so she can include it in her examples.

Interview questions, discuss questions for several rounds: J. Harris commented that the basic structure of the first round of interviews is that each of the committee members will be assigned a particular question to ask during each interview. The questions for each first round interview will be the same to maintain a fair process.

Questions were separated into two rounds, each question was discussed, and edits were made as needed. Some questions were moved to a different round and the order of the questions was altered. A. Gennis will take the edits and make a more refined draft of questions for final review at the next meeting.

Interview Process, discussion procedures, evaluation, tools: The committee agreed that due to time constraints, this discussion would be moved to the next meeting on 6/14.

Questions/concerns and topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: Tasks to be done before the next meeting were discussed. A. Gennis will be finalizing the language of the two rounds of interview questions and sending J. Harris some evaluation tools. A. Conway, with the assistance of M. Tobe, would be ascertaining if the next meeting could be held in the Raytheon Room inside the library. A. Moore would set up a zoom link for the next meeting, should it be held in the library.

Next meeting date: 6/14, 3:00PM, at Raytheon Room in Wayland Free Public Library

Adjourn at: 5:05pm: A. Moore motioned to adjourn the meeting. L. Hart seconded. The committee voted unanimously to adjourn.

Wayland Free Public Library
Library Director Screening Committee Meeting Minutes
Wednesday, June 14th, 2023
3:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Meredith Tobe and Jennifer Harris (consultant)

Call to order at 3:05 PM

Public Comment: None

Review and approval of meeting minutes: May 31, 2023:

L. Hart moved to approve the minutes with no changes. M. Tobe seconded the motion. The motion passed unanimously.

Project Plan and Timeline: update and discuss:

J. Harris suggested that the committee needed to move forward on setting tentative interview dates. It was ultimately determined that the best effort would be made to hold interviews on 6/28-6/30, if possible. This would allow as many committee members to attend as possible. J. Harris clarified that the first round of interviews will be conducted by the committee and that there is potential that the committee will want to conduct a second round of interviews before giving their recommendations to the Board of Library Trustees. Trustees will conduct the final interviews.

Town Job Posting, Community Profile, update including: status, posting:

J. Harris updated the committee as to the funds spent toward the job posting and confirmed the reimbursement process with A. Gennis and A. Conway. The job opening was posted at the following sites: ALA, Black Caucus of ALA, Chinese American Librarians Association, REFORMA, We Here, Simmons University, Mass Diversity, Minority Professional Network, Minuteman, CLAMS, CW Mars, MBLC all-regions mailing list, LinkedIn and MMA.

Surveying Staff and Trustees – update and discuss:

J. Harris has met with two additional people on the library staff, including Director Sandy Raymond. She commented that she is getting familiar with what situations are important to library staff and that the staff seems to be very pleased that a consultant was brought on for the process. A. Conway confirmed that sentiment. J. Harris will be doing another full day of interviews with staff on Thursday, 6/15 and plans on continuing to interview Trustees and members of the Friends.

Library Director qualities & skills, review and discuss updated list:

J. Harris remarked that the wish list of qualities and skills in a library director is being updated as she continues to conduct interviews with staff, Trustees and Friends. She will continue to provide updates as more information is gathered.

Interview questions, first, second rounds: review updated questions, discuss, possible vote:

J. Harris took the committee through the revised interview questions and several questions were combined as a main question and a follow up question. The committee determined which questions would be included in a possible second round of interviews with the committee and a list of

recommended interview questions for Trustees was compiled. A. Conway motioned to recommend the list of questions as discussed to Trustees for consideration. M. Tobe seconded. The committee accepted the motion, 4 to 0.

Interview Process discussion, possible votes:

Scheduling efforts will be made to include all members in all interviews, the process for all interviews should be the same to ensure fairness for each candidate. In the event a member cannot attend one or more of the candidate interviews, members discussed whether that member should participate in the discussion about the candidates and vote on who to recommend to move forward in the process. After some discussion, L. Hart motioned that only members who attend all interviews may vote on whom to recommend to move forward and that all members will be part of discussion. M. Tobe seconded. The committee accepted the motion, 4 to 0. The committee will recommend the same process to Trustees for finalist interviews.

J. Harris presented several interview evaluation tools. The committee discussed the merits and disadvantages of each evaluation tool and possible edits to the tools. M. Tobe motioned to accept the interview evaluation form labeled "Evaluator Notes" and "Evaluation Tool 6.14.23" (a numerical rubric evaluation tool labeled 1-10) as evaluation tools for the committee interviews. A. Conway seconded. The committee accepted the motion, 4 to 0.

Questions/concerns and topics not reasonably anticipated by the Chair 48 hours in advance of the meeting:

There was none.

Next meeting date: Monday 6/26, 10am-12pm at Town Building

Adjourn at: 5:10pm: L. Hart motioned to adjourn the meeting. M. Tobe seconded. The committee voted unanimously to adjourn.

Submitted respectfully by Amy Conway

Emails

A. Gennis, 06.09.2023 - WFPL - LDSC agenda for Wed., June 14 at 3: p.m. - quorum check
A. Conway, 06.12.2023 - Draft minutes of the Library Director Screening Committee meeting on
J. Harris, 06.14.2023 - Documents for today's LDSC meeting at 3 p.m., Town Building
J. Harris, 6.14.2023 - WFPL - LDSC evaluation tools

Documents

library_director_screening_committee_6.14.2023.pdf
DRAFT Library Director Screening Committee Meeting Minutes 05.31.2023.docx
WPL - Timeline - June final adjustment -Consultant Project 6.14.23.docx
WFPL - Unacceptable questions 6.14.23.docx
WFPL - Director Wish List 6.14.23.docx
WFPL - Interview Questions 1st Round 6.14.23.docx
WFPL Interview Questions - 2nd Round 6.14.23.docx
finalist eval sheet 2016-17 wayland.doc
Select Board Evaluation Tool - Town Manager Search 11.2022.pdf
WFPL Evaluation Tool - Rating 6.14.23.docx

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, June 21, 2023
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Leah Hart, Judy Dion, Win Treese, and Director Sandy Raymond.
Absent: Trustees Elaine Donnelly and Elisa Scola. Jennifer Harris, consultant for the library director search, also joined the meeting.

Call to order at 9:07 AM.

Public Comment. None.

Many thanks and congratulations to Director Sandy Raymond on her upcoming retirement on June 30, 2023. Sandy was thanked for her 20 years on staff, the last 6 as director. Under Sandy's guidance overdue repairs and improvements were made to the building, while services were increased. Trustees warmly wish Sandy well in her retirement.

Review and approval of meeting minutes for May 15, 2023. W. Treese moved to approve the minutes as distributed with minor copyedits. Second by J. Dion. Vote 4-0 in favor.

Monthly Reports: Financial/Statistical Reports, Director's Report. Trustees briefly discussed the regular monthly reports. The circulation numbers were flat and within normal fluctuations. S. Raymond described how the staff job descriptions have been consolidated to simplify roles, with specific focal points of knowledge and skills identified in hiring in individual cases. Progress on the library maintenance work remains slow, competing for attention with other DPW projects. A. Gennis noted that some of the bricks were repointed to deal with the immediate leak in the round room, and asked about the bigger problems which remain. S. Raymond said that the telecommunications upgrade project also remains behind. She added that all the required equipment has arrived and is awaiting installation. J. Dion asked about feedback on the new web site. S. Raymond said she has received one direct comment from a patron so far, which was positive and also pointed out a problem with an external site integration. Based on Pam McCuen's visits to the elementary schools, schoolchildren are mostly very familiar with the library and many have library cards. Virtual programs acquired through The Library Speakers Consortium for virtual programming have proved to be extremely popular, as are the online programs produced in direct collaboration with other libraries.

Board Governance, discussion including annual review of: governance, Trustee funds management & expenditure process, possible vote of officers. A. Gennis attended a Trust Fund Commission meeting after noticing an agenda item related to The Millennium Fund. There are several invoices from this year which Trustees voted to be paid through The Millennium Fund that are still outstanding. A. Gennis told Trustees that the Commission of Trust Funds is working to clarify their understanding of the approval process for expenditures from the Millennium Fund. Gennis may follow up with the Chair of the Commission. J. Dion moved to re-elect A. Gennis, L. Hart, and J. Dion to another term in their respective roles as Chair, Vice-Chair, and Secretary. Second by W. Treese. Vote 4-0 in favor.

Acting Director: discuss, possible vote to appoint Assistant Director Andy Moore, as Acting Director due to the retirement of Director Sandy Raymond, next steps. W. Treese moved to appoint, and recommend that the Town Manager hire, Assistant Director Andy Moore as Acting Director until a new director is hired and seated, or until Dec. 31, 2023, whichever comes first. Second by L. Hart. Vote 4-0 in favor.

Library Director Screening Committee update, discussion of:

Progress to date, discussion of finalist interview process including possible votes on:

- 1. Procedures**
- 2. Interview questions**
- 3. Evaluation tools**
- 4. Next steps**

Tentative dates for finalist interviews are July 12, July 17, and July 19 (the latter being the currently-scheduled next board meeting). These will be open meetings with a structured interview format. Trustees who vote on the final decision are expected to be present for all finalist interviews.

Search consultant Jennifer Harris reviewed the overall process as well as the questions for both the screening and finalist phases. The first-round questions will be used by the screening committee and were provided for the Trustees' information. The second-round questions will be used in the structured interviews with the Trustees.

Harris said that several candidates are from out of state, and Trustees discussed reimbursement of travel expenses. W. Treese moved to authorize the possible expenditure of up to \$1,000 each of actual travel expenses for up to 3 individual candidates for the Trustees' interviews of library director candidates, to be paid from State Aid. Second by J. Dion. Vote 4-0 in favor.

Gifts and Donations policy: discuss, including possible vote. Trustees began to discuss the draft of the Gifts and Donations Policy, but time ran out. No vote was taken.

Annual Report, discuss, review update with edits from May 15th meeting. Passed over.

Friends update, including upcoming projects. A. Gennis reported she had information from Friends' President Meredith Tobe reported that the Friends tried a book sale at the Wayland Garden Club's recent plant sale. With revenue of \$33, compared to the excellent level of income from the ongoing sale in the Raytheon Room, it seems unlikely to be repeated.

Library website, review progress, Trustee thoughts/requests. This was discussed briefly with the Director's report.

Library history booklet, Brandeis students, discuss progress, next steps. Passed over.

Trustee Reports and Concerns. None.

Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting. None.

Adjourn. W. Treese moved to adjourn the meeting; second by L. Hart; vote 4-0 in favor.

The meeting adjourned at 11:10 AM.

Respectfully submitted by Win Treese

Documents for the Meeting

12.28.1992 Amend 03.27.1998 Millennium Fund of the WFPL.pdf

2020_01_27 Trustees SmallFundList updated.docx

20230517 BoLT min DRAFT clean.docx

20230621 BoLT Agenda .pdf

20230621 BoLT dr.pdf

@Trustees Circ Stats FY22.xlsx

BoLT min. 10.22.1997 - name change.pdf
FY2023 Annual Report 2nd DRAFT.docx
General Law - Part I, Title VII, Chapter 44, Section 53A.pdf
General Law - Part I, Title XII, Chapter 78, Section 11.pdf
Gift and Donation DRAFT Policy w comments.docx
Gift and Donation Policy KP-#864851-v1.DOCX
List of expenses for the 175th celebration.pdf
Ltr Trustees paul Keating 2011 annual amt to spend.pdf
Spending Summary as of 20230616.xls
ToW Governance Principles and Policy Final 08302021.pdf
Trust fund Summary as of 20230616.xls
Trustees Current.pdf
WFPL - Interview Questions 1st Round 6.21.23.docx
WFPL - Interview Questions Final Round with Trustees 6.21.23 (1).docx
WFPL Board of Library Trustees bylaws 03.21.07.pdf
WFPL Evaluation Tool - Rating 6.14.23.docx
WFPL finalist eval sheet 2016.doc
WaylandFreePublivLibrary Endowment Fund 07.24.1991.pdf

Emails for the meeting

Email from SR, 5/22/23 Heads Up! Construction zone ahead!
Email from SR, 5/24/23 The Round Room leak update
Email from AG, 5/31/23 Fwd: Register: Webinars on SJC Public Comment Ruling
Email from SR, 6/5/23 A nice pat on the back!
Email from SR, 6/15/23 20230621 BoLT Agenda and supporting documentation
Email from AC, 6/15/23 List of expenses for the 175th celebration
Email from AC, 6/16/23 Summary reports in preparation for the Trustees' meeting
Email from AG, 6/17/23 WFPL - Reminder Wed., June 21, 2023 - 9:00 am Trustee Meeting
Email from AG, 6/18/23 Quorum check - Re: WFPL - Reminder Wed., June 21, 2023 - 9:00 am T...
Email from LH, 6/19/23 May 2023 Minutes Draft
Email from SR, 6/20/23 20230621 BoLT Meeting Directors Report and Policy DRAFT
Email from SR, 6/20/23 20230621 MORE documentation
Email from AG, 6/20/23 Fwd: Documents for the Board of Library Trustee Meeting - 6.21.23

Wayland Free Public Library
Library Director Screening Committee Executive Session Minutes
Monday, June 26, 2023
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore, and Jennifer Harris (Consultant).

A Gennis called the session to order at 10:15 a.m. A.Moore moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws Chapter 30A, Section 21 (a)(8) to consider candidates or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants, and announced the committee will adjourn from Executive Session and not return to open session.

Second by L.Hart. By unanimous roll call vote (Ayes: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis. Nay: none, Absent: none.) motion adopted 6-0-0. Jennifer Harris, Consultant was invited and attended the meeting.

Nineteen applications were received by the Human Resources Manager.

Jennifer Harris, Consultant, provided the Library Director Screening Committee (LDSC) members with application materials of eight (8) candidates for consideration which were reviewed by the Consultant, Chair, and Human Resources Manager to be qualified by education and experience.

The applications received by the Screening Committee were numbered and redacted to minimize preconceptions.

The Committee reviewed the applications, discussing each in turn. Educational background, relevant experience and Jennifer Harris' assessment were discussed. Committee members agreed three applicants should be considered further, two should not be considered further, three to discuss. After more discussion, a consensus was reached to interview these latter three.

The Committee expressed interest in interviewing candidates quickly, if feasible. There are six candidates to interview.

J. Harris will contact candidates with a goal to interview two candidates before noon on each of the following days: Wednesday, June 28, Thursday, June 29, Friday, June 30.

J. Harris made a preliminary social media search of the discussed candidates, no issues of concern were noted.

J. Harris reviewed the questions and process for the interviews with the Committee to ensure a consistent experience for each candidate.

Andy Moore moved to exit the Executive Session and not re-enter into open session.
Second by Meredith Tobe.

Roll call vote to adjourn, Ayes: Meredith Tobe, Vicki LaFarge, Amy Conway, Andy Moore, Leah Hart, Aida Gennis, Nay: none, Absent: none. Vote in favor: 6-0-0.
Adjourned at 12:50 p.m.

Respectfully submitted, Andy Moore

Emails for the meeting: none.

Documents for the meeting:

- Application materials of the eight candidates.

- Library Director Screening Committee interview questions.

- Library Director Screening Committee interview evaluation form.

Wayland Free Public Library
Library Director Screening Committee Meeting Minutes
Monday, June 26, 2023
10 am
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore, and Jennifer Harris (consultant)

Call to order at 10 am.

No public comment.

L. Hart moved to approve the minutes of the 6/14/23 meeting with no changes. A. Conway seconded the motion. The motion passed unanimously.

J. Harris: The LDSC was going to do the first round of interviews next week, but agreed to hold them this week. J.Harris will call candidates after this meeting to schedule interviews, and will send a timeline to committee members. Job postings closed 6/19; we have received 19 applications. Staff survey is completed, all full-time employees have been interviewed, one longtime person, very part-time was not reached. Trustee interviews are almost completed, two are remaining. J. Harris will write a summary report of the results for the next library director and Trustees. There are many different responses from staff, which J. Harris considers successful. J. Harris will complete the director's qualities "wishlist" when the surveys are finished.

A. Gennis: has reserved the Select Board Meeting Room this Wednesday-Friday (6/28-30), 9:00 am-1:00 pm (extended time for added flexibility.) for candidate interviews. The IT department will be contacted for a Zoom set up. J. Harris will provide committee members with copies of the interview questions with questioners names attached. Interview questions were assigned to members.

Interview Questions for Library Director Candidates, by Screening Committee, 2023:

Introduction: Welcome the candidate, state process for the interview, and make intros around the table. Follow up questions may be asked where warranted.

1. Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?

2. How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?

3. How do you describe your management style?

[Follow up Q: can you give us an example of your management style in action?]

4. How would your colleagues describe your strengths and weaknesses?

5. Can you give us an example of a plan or project that you developed and implemented?
 6. What is your experience working within a Town's and Library Trustees' structure and policies?
 7. What in your work experience are you most proud of? Least satisfied with?
 8. Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict.
 9. What is your view of the library director's role in (a community like) Wayland?
 10. Do you have any questions for us?
 11. Is there anything else you would like to share with us?
- Closing: Candidate will be thanked, next steps stated, Consultant will be in touch.

At 10:15 a.m., A. Moore moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants and invited Jennifer Harris, Consultant to attend, also announcing the committee would adjourn directly from Executive Session and not return to open session.

Second: L. Hart

The meeting then went into Executive Session (10:15) after a unanimous roll call vote.

Vote 6-0: M.Tobe; Aye, L.Hart, Aye; A. Conway, Aye; A. Moore, Aye; V. LaFarge, Aye; A. Gennis, Aye.

Submitted respectfully by Andy Moore

Next meeting: Wednesday, June 28, 2023.

Documents for the meeting:

Agenda, Library_director_screening_committee_6.26.2023_revised

WFPL - Interview Questions for 1st Round 6.21.23

Emails for the meeting:

Email from AG, 6.22.23, WFPL - LDSC agenda June 26, 2023 @ 10 a.m.

**Wayland Free Public Library
Library Director Screening Committee
Executive Session Meeting Minutes
Wednesday, June 28, 2023
Wayland Town Building
41 Cochituate Road, Wayland, MA**

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore

Absent: None

Also Present: Jennifer Harris, Consultant

Purpose: A. Gennis called the session to order at 10:15 a.m. in the Select Board Meeting Room, Wayland Town Building in open session.

A. Moore moved to enter an Executive Session as permitted by Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants, and announced the committee will adjourn from Executive Session and not return to open session. Second by L. Hart. By unanimous roll call vote of the Library Director Screening Committee (YEA: A. Gennis, L. Hart, A. Conway, V. LaFarge, M. Tobe, A. Moore. NAY: none, ABSENT: none.) motion adopted 6-0-0. Consultant Jennifer Harris was invited to attend the Executive Session.

Interviews: The LDSC is using the same Interview/Script at all six interviews taking place June 28, June 29, and June 30, 2023.

Opening Statement: Aida Gennis, Chair – welcomed each candidate, stated the process for the interview and introduced the committee members. Follow up questions were asked where warranted.

Interview Questions asked of each candidate:

1. **(Andy)** - Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?
2. **(Meredith)** - How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?
3. **(Leah)** - How do you describe your management style? [Follow up Q: can you give us an example of your management style in action?]
4. **(Amy)** - How would your colleagues describe your strengths and weaknesses?
5. **(Vicki)** - Can you give us an example of a plan or project that you developed and implemented?
6. **(Aida)** - What is your experience working within a Town's and Library Trustees' structure and policies?
7. **(Andy)** - What in your work experience are you most proud of? Least satisfied with?
8. **(Amy)** - Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict.
9. **(Meredith)** - What is your view of the library director's role in (a community like) Wayland?
10. **(Aida)** - Do you have any questions for us?
11. **(Aida)** - Is there anything else you would like to share with us?

Closing Statement: (Aida) thanked each candidate and included a statement that interviews were ongoing during the week, candidates will be contacted if moving to the final interview; two assessments would be assigned prior to the final interview with the Board of Library Trustees. Consultant will be in touch.

Virtual interviews: The LDSC interviewed two candidates sequentially. Each candidate answered questions for approximately one hour.

Candidate #8 – 10:15 a.m. – 11:00 a.m.

Candidate #8, an out-of-state applicant, gave an explanation of the reason for her interest in relocation to the Northeast; the library system and librarians in Arkansas are heavily under attack for providing materials that are being challenged throughout the country. Professional experience of employment in urban and suburban libraries of various sizes which included a 68,000 sq. foot building remodel. As a Director and earlier manager, her self-described managerial style included large numbers of staff that were managed with a collaborative style; communication is essential and being flexible is important; she has an open-door policy. Stated that completing two Strategic Plans and working with marketing teams within the community have been successful. Having worked with a five-member Board of Trustees, she demonstrated a skillset to report to a Board while supporting staff initiatives. The need to interact with the community is essential and would want to learn more about the Wayland patrons who use the Library. Overall, this candidate displayed a full working knowledge of what a Library Director needs to be, which includes supervisory, managerial skills, and an understanding of how to manage various building projects. Early consensus that this candidate will be invited to a final interview with the Board of Library Trustees.

Candidate #3 – 11:30 a.m. – 12:30 p.m.

Candidate #3 is currently a Children's Librarian and Department Head at a Massachusetts library. She is looking to move up in her career. She translated her level of experience within the Children's Room and how she could use that experience in the larger library organization. She had project experience which included implementing the Summer Reading program and promoting reading 1,000 books before Kindergarten, throughout the community. To implement projects, she involved several city departments, community groups and library staff. Currently, she supervises 3 staff members plus part-time employees and volunteers. She has reported to a six-member Board of Trustees to give status updates on projects as well as request funding for furniture in the Children's Room. She has been responsible for spending a significant materials budget to purchase books, etc. Candidate #3 was enthusiastic, asked several questions of the committee and shared that it was understood that her experience as library director was lacking. The committee agreed that this Candidate would do well in the next step of her career to include an assistant directorship before becoming a director.

Motion to Adjourn: At 12:30 p.m., M. Tobe moved, seconded by L. Hart to exit executive session and adjourn. Roll call vote of the Library Director Screening Committee (YEA: A. Gennis, L. Hart, A. Conway, V. LaFarge, M. Tobe, A. Moore. NAY: none, ABSENT: none. Adopted: 6-0-0.)

Respectfully submitted, Jennifer Harris, Consultant

Emails for the meeting: none.

Documents for the meeting:

- Application materials of the 2 candidates.

- Library Director Screening Committee interview questions.

- Library Director Screening Committee interview evaluation forms.

Wayland Free Public Library
Library Director Screening Committee Meeting Minutes
Wednesday, June 28, 2023
10 am
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore, and Jennifer Harris (consultant).

Call to order at 10 am.

No public comment.

At 10:15 a.m., M. Tobe moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants and invited Jennifer Harris, Consultant to attend, also announcing the committee would adjourn directly from Executive Session and not return to open session.

Second: L. Hart

The meeting then went into Executive Session (10:15) after a unanimous roll call vote.
Vote 6-0: M.Tobe; Aye, L.Hart, Aye; A. Conway, Aye; A. Moore, Aye; V. LaFarge, Aye; A. Gennis, Aye.

Submitted respectfully by Andy Moore
Next meeting: Thursday, June 29, 2023.

Document for the meeting:

WFPL - LDCS agenda June 28, 2023

Emails for the meeting:

Email from JH, 06.27.2023, Candidate Interview Schedule

**Wayland Free Public Library
Library Director Screening Committee
Executive Session Meeting Minutes
Thursday, June 29, 2023
Wayland Town Building
41 Cochituate Road, Wayland, MA**

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore

Absent: None

Also Present: Jennifer Harris, Consultant

Purpose: A. Gennis called the session to order in the Select Board Meeting Room, Wayland Town Building in open session.

At 9:25 a.m. A. Moore moved that the Library Director Screening Committee enter an Executive Session as permitted by Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants, also announcing the committee would adjourn directly from Executive Session and not return to open session.

Second by A. Conway. By unanimous roll call vote of the Library Director Screening Committee (YEA: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis. NAY: none, ABSENT: none.) motion adopted 6-0-0. Consultant Jennifer Harris was invited to attend the Executive Session.

Interviews: The LDSC is using the same Interview/Script at all six interviews taking place June 28, June 29, and June 30, 2023.

Opening Statement: Aida Gennis, Chair – welcomed each candidate, stated the process for the interview and introduced the committee members. Follow up questions were asked where warranted.

Interview Questions asked of each candidate:

1. **(Andy)** - Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?
2. **(Meredith)** - How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?
3. **(Leah)** - How do you describe your management style? [Follow up Q: can you give us an example of your management style in action?]
4. **(Amy)** - How would your colleagues describe your strengths and weaknesses?
5. **(Vicki)** - Can you give us an example of a plan or project that you developed and implemented?
6. **(Aida)** - What is your experience working within a Town's and Library Trustees' structure and policies?
7. **(Andy)** - What in your work experience are you most proud of? Least satisfied with?
8. **(Amy)** - Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict.
9. **(Meredith)** - What is your view of the library director's role in (a community like) Wayland?
10. **(Aida)** - Do you have any questions for us?
11. **(Aida)** - Is there anything else you would like to share with us?

Closing: (Aida) thanked each candidate and included a statement that interviews were ongoing during the week, candidates will be contacted if moving to the final interview; two assessments would be assigned prior to the final interview with the Board of Library Trustees. Consultant will be in touch.

Virtual interviews: The LDSC interviewed two candidates sequentially. Each candidate answered questions for approximately one hour.

Candidate #2 - 9:30 a.m. – 10:20 a.m.

Candidate #2 is motivated to become a library director in a larger community than she had experienced as a director in a small library in Massachusetts. She is just completing her MLIS degree which she earned during time off after COVID. She inherited a newly renovated library which allowed her the experience of managing new building quirks; however, it did not include any of the work involved leading up to a large project. She supervised one individual. While the library was small, she did collaborate within her town to bring defibrillators to the Library and schools by working with Town Police, Fire, and Town Administration. She reported to a nine-member Board of Trustees for a town with a population of 3,000 people. She included earlier experiences in her career in two larger libraries. Candidate #2 demonstrated a good knowledge of library directorship, however her experience was not commensurate with Wayland's current needs.

Candidate Jayme Viveiros - 11:00 a.m. – 12:15 p.m.

Candidate Jayme Viveiros stated that she is ready for a new challenge in her career, as she has extensive director experience by having managed two public libraries as director. She uses a collaborative style of management with a strong belief that walking around the library regularly allows staff to talk with her in a less stressful manner than coming to her office with a problem. She described a communication style that reaches all levels of interactions; as she is experienced in working with a large staff, trustees, Friends groups as well as being involved in community network outreach activities. She had the unique experience of guiding a library after the town declined a state grant to build a new library. She demonstrated an ability to strengthen team effort, communicate with the public in a positive manner and work within town guidelines. She spoke to her thoughtfulness, calm and deliberate style of decision making. She also was employed as a library network where she was responsible for training staff on technology in 70 libraries. Early consensus that this candidate will be invited to a final interview with the Board of Library Trustees.

Motion to Adjourn: At 12:30 p.m., M. Tobe moved, seconded by L. Hart to exit executive session and adjourn. Roll call vote of the Library Director Screening Committee (YEA: A. Gennis, L. Hart, A. Conway, V. LaFarge, M. Tobe, A. Moore. NAY: none, ABSENT: none. Adopted: 6-0-0.)

Respectfully submitted, Jennifer Harris, Consultant

Emails for the meeting: none.

Documents for the meeting:

- Application materials of the one candidate and Jayme Viveiros
- Library Director Screening Committee interview questions.
- Library Director Screening Committee interview evaluation forms.

Wayland Free Public Library
Library Director Screening Committee Meeting Minutes
Thursday, June 29, 2023
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore, and Jennifer Harris (consultant)

A. Gennis called the meeting to order at 9:10 a.m.

There was no public comment.

L. Hart moved to approve the minutes of the 6/26/23 meeting with no changes. A. Conway seconded the motion. The motion passed unanimously.

A. Gennis reminded the members of the 9 a.m. start time for the 6/29/23 meeting.

At 9:25 a.m., A. Moore moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants and invited Jennifer Harris, Consultant to attend, also announcing the committee would adjourn directly from Executive Session and not return to open session.
Second: A. Conway.

The meeting then went into Executive Session (9:25 a.m.) after a unanimous roll call vote. Vote 6-0: M.Tobe; Aye, L.Hart, Aye; A. Conway, Aye; A. Moore, Aye; V. LaFarge, Aye; A. Gennis, Aye.

Submitted respectfully by Vicki LaFarge

Next meeting: Friday, June 30, 2023.

Emails

A. Gennis, 06.29.2023 Reminder---9 a.m. start for meeting today

A. Gennis 06.27.2023 Dates-times re: WFPL - LDSC zoom interviews on Wed/Thurs/Friday issues

A. Moore 06.27.2023. Revised meeting minutes

Documents

Library Director Screening Committee Agenda, 6.29.23

5 LDSC minutes 062602023

Wayland Free Public Library
Library Director Screening Committee
Executive Session Meeting Minutes
Friday June 30, 2023
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore

Absent: None

Also Present: Jennifer Harris, Consultant

Purpose: A. Gennis called the session to order at 9:15 a.m. in the Select Board Meeting Room, Wayland Town Building.

In open session, A. Moore moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants, also announcing the committee would adjourn directly from Executive Session and not return to open session. Second by M. Tobe. By unanimous roll call vote of the Library Director Screening Committee (YEA: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis. NAY: none, ABSENT: none.) motion adopted 6-0-0. Consultant Jennifer Harris was invited to attend the Executive Session.

Interviews: The LDSC is using the same Interview/Script at all six interviews taking place June 28, June 29, and June 30, 2023.

Opening Statement: Aida Gennis, Chair – welcomed each candidate, stated the process for the interview and introduced the committee members. Follow up questions were asked where warranted.

Interview Questions asked of each candidate:

1. **(Andy)** - Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?
2. **(Meredith)** - How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?
3. **(Leah)** - How do you describe your management style? [Follow up Q: can you give us an example of your management style in action?]
4. **(Amy)** - How would your colleagues describe your strengths and weaknesses?
5. **(Vicki)** - Can you give us an example of a plan or project that you developed and implemented?
6. **(Aida)** - What is your experience working within a Town's and Library Trustees' structure and policies?
7. **(Andy)** - What in your work experience are you most proud of? Least satisfied with?
8. **(Amy)** - Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict.
9. **(Meredith)** - What is your view of the library director's role in (a community like) Wayland?
10. **(Aida)** - Do you have any questions for us?
11. **(Aida)** - Is there anything else you would like to share with us?

Closing: (Aida) thanked each candidate and included a statement that interviews were ongoing during the week, candidates will be contacted if moving to the final interview; two assessments would be assigned prior to the final interview with the Board of Library Trustees. Consultant will be in touch.

Virtual interviews: The LDSC interviewed two candidates sequentially. Each candidate answered questions for approximately one hour.

Candidate #7 – 9:30 a.m. – 10:30 a.m.

Candidate #7 is currently a Circulation Supervisor and Technical Services Department Head at a Massachusetts library. She is looking to further advance her career. She grew up in a town like Wayland which is what attracted her to apply. She demonstrated her skills with managing a staff of 12, team collaboration with other departments within her library and budget expenditures for materials. She displayed a collaborative approach to management, with cross departmental involvement in the major community gardening and cross-pollinating summer reading project. She expressed her pride in the staff empowerment that she has fostered. She has reported to the 6-member Board of Trustee in the role of participant in a director search. She also developed a Library of Things collection, a current trend in public libraries and has increased Circulation by using smart marketing methods. Candidate #7 will make a stronger impression as she develops her skills, however she is lacking the overall big picture experience that the WFPL is looking for in the next library director.

Candidate Christopher Lindquist - 11:00 a.m. – 11:50 a.m.

Candidate Christopher Lindquist has a vast amount of director experience as well as historic building knowledge and appreciation. His interest in Wayland includes the beautiful historic library building as well as a return to his Massachusetts roots. He was responsible for managing a three-building athenaeum which included a local history wing, an art gallery, and a library. He demonstrated an understanding of the importance of reaching out into the community, making connections, and building coalitions while educating the public on what the WFPL has to offer. He stated that he always joins local community organizations, such as Rotary as a way to build these connections. He considers himself a participatory leader which takes more time in some cases by allowing for the input of all the stakeholders. It might appear to others that progress is slower; however, building consensus along the way ensures success. He has developed several Strategic Plans with a vision for the library and the town as primary importance. He has managed over 150 staff and customer service is his guiding principle. He has worked with different sized Trustee Boards including nine and thirteen member boards. Early consensus that this candidate will be invited to a final interview with the Board of Library Trustees.

Discussion: The LDSC discussed which candidates should not move forward for lack of experience and skill sets: Candidate #3, #2 and #7. Then the LDSC discussed which candidates should be recommended to the Board of Library Trustees for final interviews, based on demonstrated director experience, management style, building and facility management, overall understanding of how the Wayland community will benefit from their next director. There was a strong consensus to move Candidates #1 and #5 forward. The committee then discussed Candidate #8. While her library and director experience were evident, as well as her warm personality and an understanding that her core values as a librarian are being challenged on a daily basis; the lack of experience in the Town Manager/Town Meeting form of government in New England would be a learning curve. Relocation requirements, finding housing, etc.

were also discussed as she brought them up. But, members noted her strong and resourceful skill set as a director would benefit Wayland. The LDSC did come to consensus to recommend her for a final interview due to her vast library director experience.

Motion to Adjourn: At 12:30 p.m., L. Hart moved, seconded by A. Conway to exit executive session and adjourn. Roll call vote of the Library Director Screening Committee (YEA: A. Gennis, L. Hart, A. Conway, V. LaFarge, M. Tobe, A. Moore. NAY: none, ABSENT: none. Adopted: 6-0-0.)

Respectfully submitted, Jennifer Harris, Consultant

Emails for the meeting: none.

Documents for the meeting:

- Application materials of the one candidate and Christopher Lindquist.

- Library Director Screening Committee interview questions.

- Library Director Screening Committee interview evaluation forms.

**Wayland Free Public Library
Library Director Screening Committee
Executive Session Meeting Minutes
Friday June 30, 2023
Wayland Town Building
41 Cochituate Road, Wayland, MA**

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Vicki LaFarge, Meredith Tobe, Andy Moore

Absent: None

Also Present: Jennifer Harris, Consultant

Purpose: A. Gennis called the session to order at 9:15 a.m. in the Select Board Meeting Room, Wayland Town Building.

In open session, A. Moore moved that the Library Director Screening Committee enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(8) to consider or interview applicants for employment or appointment by a preliminary screening committee. The Chair declared that an open meeting would have a detrimental effect in obtaining qualified applicants, also announcing the committee would adjourn directly from Executive Session and not return to open session. Second by M. Tobe. By unanimous roll call vote of the Library Director Screening Committee (YEA: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis. NAY: none, ABSENT: none.) motion adopted 6-0-0. Consultant Jennifer Harris was invited to attend the Executive Session.

Interviews: The LDSC is using the same Interview/Script at all six interviews taking place June 28, June 29, and June 30, 2023.

Opening Statement: Aida Gennis, Chair – welcomed each candidate, stated the process for the interview and introduced the committee members. Follow up questions were asked where warranted.

Interview Questions asked of each candidate:

1. **(Andy)** - Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?
2. **(Meredith)** - How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?
3. **(Leah)** - How do you describe your management style? [Follow up Q: can you give us an example of your management style in action?]
4. **(Amy)** - How would your colleagues describe your strengths and weaknesses?
5. **(Vicki)** - Can you give us an example of a plan or project that you developed and implemented?
6. **(Aida)** - What is your experience working within a Town's and Library Trustees' structure and policies?
7. **(Andy)** - What in your work experience are you most proud of? Least satisfied with?
8. **(Amy)** - Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict.
9. **(Meredith)** - What is your view of the library director's role in (a community like) Wayland?
10. **(Aida)** - Do you have any questions for us?
11. **(Aida)** - Is there anything else you would like to share with us?

Closing: (Aida) thanked each candidate and included a statement that interviews were ongoing during the week, candidates will be contacted if moving to the final interview; two assessments would be assigned prior to the final interview with the Board of Library Trustees. Consultant will be in touch.

Virtual interviews: The LDSC interviewed two candidates sequentially. Each candidate answered questions for approximately one hour.

Candidate #7 – 9:30 a.m. – 10:30 a.m.

Candidate #7 is currently a Circulation Supervisor and Technical Services Department Head at a Massachusetts library. She is looking to further advance her career. She grew up in a town like Wayland which is what attracted her to apply. She demonstrated her skills with managing a staff of 12, team collaboration with other departments within her library and budget expenditures for materials. She displayed a collaborative approach to management, with cross departmental involvement in the major community gardening and cross-pollinating summer reading project. She expressed her pride in the staff empowerment that she has fostered. She has reported to the 6-member Board of Trustee in the role of participant in a director search. She also developed a Library of Things collection, a current trend in public libraries and has increased Circulation by using smart marketing methods. Candidate #7 will make a stronger impression as she develops her skills, however she is lacking the overall big picture experience that the WFPL is looking for in the next library director.

Candidate Christopher Lindquist - 11:00 a.m. – 11:50 a.m.

Candidate Christopher Lindquist has a vast amount of director experience as well as historic building knowledge and appreciation. His interest in Wayland includes the beautiful historic library building as well as a return to his Massachusetts roots. He was responsible for managing a three-building athenaeum which included a local history wing, an art gallery, and a library. He demonstrated an understanding of the importance of reaching out into the community, making connections, and building coalitions while educating the public on what the WFPL has to offer. He stated that he always joins local community organizations, such as Rotary as a way to build these connections. He considers himself a participatory leader which takes more time in some cases by allowing for the input of all the stakeholders. It might appear to others that progress is slower; however, building consensus along the way ensures success. He has developed several Strategic Plans with a vision for the library and the town as primary importance. He has managed over 150 staff and customer service is his guiding principle. He has worked with different sized Trustee Boards including nine and thirteen member boards. Early consensus that this candidate will be invited to a final interview with the Board of Library Trustees.

Discussion: The LDSC discussed which candidates should not move forward for lack of experience and skill sets: Candidate #3, #2 and #7. Then the LDSC discussed which candidates should be recommended to the Board of Library Trustees for final interviews, based on demonstrated director experience, management style, building and facility management, overall understanding of how the Wayland community will benefit from their next director. There was a strong consensus to move Candidates #1 and #5 forward. The committee then discussed Candidate #8. While her library and director experience were evident, as well as her warm personality and an understanding that her core values as a librarian are being challenged on a daily basis; the lack of experience in the Town Manager/Town Meeting form of government in New England would be a learning curve. Relocation requirements, finding housing, etc.

were also discussed as she brought them up. But, members noted her strong and resourceful skill set as a director would benefit Wayland. The LDSC did come to consensus to recommend her for a final interview due to her vast library director experience.

Motion to Adjourn: At 12:30 p.m., L. Hart moved, seconded by A. Conway to exit executive session and adjourn. Roll call vote of the Library Director Screening Committee (YEA: A. Gennis, L. Hart, A. Conway, V. LaFarge, M. Tobe, A. Moore. NAY: none, ABSENT: none. Adopted: 6-0-0.)

Respectfully submitted, Jennifer Harris, Consultant

Emails for the meeting: none.

Documents for the meeting:

- Application materials of the one candidate and Christopher Lindquist.
- Library Director Screening Committee interview questions.
- Library Director Screening Committee interview evaluation forms.

Wayland Free Public Library
Library Directors Screening Committee
Executive Session Meeting Minutes
Wednesday, July 12, 2023
3:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Jennifer Harris (consultant), Vicki LaFarge, Andy Moore, Meredith Tobe

At 3:15, Amy Conway moved to enter into Executive Session to review and consider for potential release, with redactions, executive session minutes of 2023: June 26, June 28, June 29, June 30, related to the consideration or interview of applicants for employment or appointment by a preliminary screening committee; the Chair declared that an open meeting will have a detrimental effect in obtaining qualified applicants, and the committee will not re-enter into open session before adjourning.

Second by Vicki LaFarge. Roll call vote: Ayes: Meredith Tobe, Vicki LaFarge, Amy Conway, Andy Moore, Leah Hart, Aida Gennis, Nay: none, Absent: none. Vote in favor: 6-0-0.

The Chair invited Jennifer Harris, Consultant to attend.

Approval of executive session minutes from June 26, 28, 29 and 30: J. Harris distributed corrected sheets of executive session minutes and clarified that the parts referring to Candidate 1 would change to Jayme Viveiros and the parts referring to Candidate 5 would change to Chris Lindquist. All other candidate names would remain redacted.

June 26th minutes

motion to approve and retain these minutes until a later date, after the director is hired.

L. Hart moves. A. Moore seconds.

Ayes: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis

Nays: None

Vote in favor: 6-0

June 28th

motion to approve and retain these minutes until a later date, after the director is hired.

V. LaFarge moves. M. Tobe seconds.

Ayes: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis

Nays: None

Vote in favor: 6-0

June 29th

motion to approve and retain these minutes until a later date, after the director is hired.

L. Hart moves. M. Tobe seconds.

Ayes: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis

Nays: None

Vote in favor: 6-0

June 30th

motion to approve and retain these minutes until a later date, after the director is hired.

V. LaFarge moves. A. Moore seconds.

Ayes: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis

Nays: None

Vote in favor: 6-0

The committee discussed whether or not to send the sections from the Executive Session meeting minutes describing the interviews and impressions with the candidates who were scheduled to be interviewed by the Board of Library Trustees. Members discussed that the extracts were of the committee's discussion. Members discussed that Trustees would form their own opinions. No motion was made to send the notes to the Trustees.

End of meeting: V. LaFarge motioned to leave Executive Session. M. Tobe seconded.

Ayes: M. Tobe, L. Hart, A. Conway, A. Moore, V. LaFarge, A. Gennis

Nays: None

Vote in favor: 6-0

Adjourn: 3:45 p.m.

Respectfully submitted by Amy Conway

Emails

A. Gennis - 7.7.23 - WFPL - LDSC docs for meeting July 12, 2023 - Quorum check

J. Harris - 7.7.23 - LDSC Executive Session Minutes, 6.26, 6.28, 6.29, 6.30

A. Gennis - 7.11.23 - WFPL - LDSC agenda meeting: July 12, 2023 at 3:00 pm

J. Harris - 7.11.23 - Timeline Update to be reviewed at LDSC meeting 7.12.23

A. Gennis - 7.11.23 - WFPL - LDSC - minutes without highlights

A. Gennis - 7.11.23 - Re-sending - WFPL - LDSC draft exec session minutes Monday, June 26, 2023

Documents

library_director_screening_committee_7.12.2023.pdf

WFPL - LDSC ltr TEs candidates 2023.07.07.pdf

Draft Minutes June 30 2023.docx

WFPL - LDSC Executive Session Minutes 6.26.23.docx

WFPL - LDSC Executive Session Minutes 6.28.23.docx

WFPL - LDSC Executive Session Minutes 6.29.23.docx

WFPL - LDSC Executive Session Minutes 6.30.23.docx

LDSC min 2023.06.30 draft.docx

WPL - Timeline - July update - Consultant Project 7.12.23.docx

5 Draft ExecSessn LDSC 06262023.docx

Wayland Free Public Library
Library Directors Screening Committee Meeting Minutes
Wednesday, July 12, 2023
3:00 PM
Wayland Town Building
41 Cochituate Road, Wayland, MA

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Jennifer Harris (consultant), Vicki LaFarge, Andy Moore, Meredith Tobe

Call to Order at 3:00 PM

Public Comment: None

Review and approval of meeting minutes: June 30, 2023: A. Moore moved to approve the open session minutes of June 30, 2023 with no changes. M. Tobe seconded the motion. The motion passed unanimously.

Discuss future meetings, manner to approve final meeting minutes. J. Harris reviewed the timeline as it currently stands. She discussed the possible dates of the next committee meeting in late August. Both 8/23 and 8/30 will be earmarked for a meeting, but which date works best will be decided closer to the date.

At 3:15 pm, Amy Conway moved to enter into Executive Session to review and consider for potential release, with redactions, executive session minutes of 2023: June 26, June 28, June 29, June 30, related to the consideration or interview of applicants for employment or appointment by a preliminary screening committee; the Chair declared that an open meeting will have a detrimental effect in obtaining qualified applicants, and the committee will not re-enter into open session before adjourning.

Second by Vicki LaFarge. Roll call vote: Ayes: Meredith Tobe, Vicki LaFarge, Amy Conway, Andy Moore, Leah Hart, Aida Gennis. Nay: none. Absent: none.

Vote in favor: 6-0-0.

The Chair invited Jennifer Harris, Consultant to attend.

Respectfully submitted by Amy Conway

Emails

A. Gennis - 7.7.23 - WFPL - LDSC docs for meeting July 12, 2023 - Quorum check

J. Harris - 7.7.23 - LDSC Executive Session Minutes, 6.26, 6.28, 6.29, 6.30

A. Gennis - 7.11.23 - WFPL - LDSC agenda meeting: July 12, 2023 at 3:00 pm

J. Harris - 7.11.23 - Timeline Update to be reviewed at LDSC meeting 7.12.23

A. Gennis - 7.11.23 - WFPL - LDSC - minutes without highlights

A. Gennis - 7.11.23 - Re-sending - WFPL - LDSC draft exec session minutes Monday, June 26, 2023

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library_director_screening_committee_7.12.2023.pdf

WFPL - LDSC ltr TEs candidates 2023.07.07.pdf

Draft Minutes June 30 2023.docx

WFPL - LDSC Executive Session Minutes 6.26.23.docx

WFPL - LDSC Executive Session Minutes 6.28.23.docx

WFPL - LDSC Executive Session Minutes 6.29.23.docx

WFPL - LDSC Executive Session Minutes 6.30.23.docx

LDSC min 2023.06.30 draft.docx

WPL - Timeline - July update - Consultant Project 7.12.23.docx

5 Draft ExecSessn LDSC 06262023.docx

**Wayland Free Public Library
Board of Library Trustees
Thursday, July 13, 2023
Wayland Free Public Library
5 Concord Road, Wayland, MA**

Present: A. Gennis (Chair), L. Hart, J. Dion, W. Treese, E. Donnelly

Absent: E. Scola

Also Present: Jennifer Harris, Consultant

Purpose: A. Gennis called the session to order at 10 a.m. in the Raytheon Room, Wayland Free Public Library, to interview a candidate finalist for the library director position.

Finalist Interview: The BoLT is using the Interview/Script devised for the finalist interview.

Opening Statement: A. Gennis, Chair – welcomed the candidate, Christopher Lindquist; stated the process for the interview and introduced the Trustees. Follow up questions were asked where warranted.

Interview Questions asked included the following:

1. Tell us a little about yourself and why you are interested in becoming the next director of the Wayland Free Public Library?
2. How does your past professional experience prepare you for this position? What has given you the most satisfaction, and least satisfaction from these experiences?
3. How do you describe your management style?
[Follow up Q: can you give us an example of your management style in action?]
4. Wayland's current director is retiring after 6 years of service. How would you introduce yourself to a new work community? Creating excellent community relations is a priority, how do you envision your role as Director would accomplish this goal?
5. We are looking to see how you develop strong relationships between you and the staff, as well as you and the Trustees. Communication is one of the keys to building relationships. How would you describe your daily/ weekly/ monthly communication cadence with the staff and Trustees?
[Follow up ? – What are your expectations when working with the Trustees?]
6. Regarding budget experience:
 - a. What is your experience with budget preparation and presentation to the Trustees and Town administration? (FY24 operating budget is just over \$1.2M)
 - b. Have you ever had to cut a Municipal Operating Budget?
 - c. Describe your grant writing experience.
7. Wayland was awarded a \$10.1M provisional grant from the MBLC in 2018 toward costs of a new library building. Town Meeting's vote to approve the balance of the cost for the project was 67 votes shy of the 2/3 needed. It was a formidable undertaking. How would you address the residual effects of this outcome, such as disappointment and/or relief?
8. The Library has been funded by Town Meeting to repair/upgrade several key building systems in this historic building; what experience have you had with building projects, operations, maintenance, and construction? How do you see your role in this process as the director?
9. The building is neither in the Historic District, nor on the Historic Register, however it is important in this Town to understand and respect the building's historic nature. What is your experience with historic buildings? How would you approach an interior update within its space constraints?
10. The Friends of the Wayland Library raise funds to supplement the Library in different ways. How would you present a potential project to the Friends for their financial support?

11. The Massachusetts Board of Library Commissioners (MBLC) administers the Annual Report Information Survey (ARIS) and Financial Report in compliance with Massachusetts General Law, Chapter 78. What is your experience working with the data to complete these reports?
12. Many social issues are impacting libraries today and their delivery of services. Have you dealt with any book/material bans, program challenges, unhoused people, mental health and behavioral issues? *[Follow up Q: How would you deal with such challenges?]*
13. Describe a difficult situation that you had to manage in your current role. Tell us how you addressed the conflict?
[Follow up Q: Such as a patron, staff, conflict/issue or an incident outside the Library.]
14. The WFPL is due to begin the process for a new Strategic Plan to be completed in FY 25. What is your experience with creating and implementing Strategic Plans? *[Follow up Q: Describe a long-range objective you developed and achieved in the past. How did you accomplish this?]*
15. How do you keep abreast of library trends and important issues facing libraries? Would you speak to your vision of the library of the future. How would you introduce the Wayland community to your vision? *[Follow up Q: What technological or public programming trends excite you?]*
16. Trustees support training for the director and staff. How have you taken advantage of training and educational opportunities at the state and national level?
17. Do you have any questions for us?
18. Is there anything else you would like to share with us?

Finalist interview: The candidate presented two assigned assessments: a sample monthly Director's Report and a proposal to cut 5% from the Library annual municipal budget and to explain how it would cause the least impact to the Library community. His presentation included a review of the Library budget, offered two options on how to cut either services, operations or salary and concluded with a description of how he would present these options to the Trustees, Town Manager and Finance Committee and finally, to Town Meeting. The Trustees then proceeded with the questions as presented. The candidate gave a full description of duties, skills, and responsibility on an increasing level of demand as he worked as director at his previous libraries. He has supervised 30 staff at one time, managed building maintenance challenges, and reopened portions of the Westborough Athenaeum in western Massachusetts. He has been involved in local organizations which helped raise awareness of library services within the community as well as participating in fundraising activities. The candidate's deep knowledge of the budget process, Massachusetts requirements to qualify for State Aid, and his previous experiences with the Strategic Planning process are all important functions that the Wayland Free Public Library requires in the next Library Director. He demonstrated a strong commitment to listening, learning, and managing with a collaborative style that builds trust and includes staff, Trustees and various stakeholders along the way to consensus. The candidate's high degree of respect for history and historic buildings is a plus for this Library. He gave examples of programming that was important to him while including trends in public libraries such as banned book challenges. He presented himself as a strong candidate that will become the face of the library while sharing his vision for how the Wayland Free Public Library can grow and prosper.

Closing Statement: A. Gennis thanked the candidate and included a statement that Board of Library Trustees would be discussing selection of the Library Director at the July 19, 2023 Board meeting. Consultant will be in touch.

Motion to Adjourn: At 11:57 a.m., L. Hart moved, seconded by W. Treese to exit executive session and re-enter public meeting. Roll call vote of the Board of Library Trustees (YEA: A. Gennis, L. Hart, J. Dion, W. Treese, E. Donnelly, NAY: none, ABSENT: E. Scola. Adopted: 5-0-0.)

Respectfully submitted, Jennifer Harris, Consultant

Emails for the meeting: none.

Documents for the meeting:

- Application materials of the final candidate.

- Board of Library Trustee final interview questions.

- Board of Library Trustee interview evaluation forms.

- Candidate's written assessment – Library Director's Report submission.

**Wayland Free Public Library
Board of Library Trustees
Executive Session Meeting Minutes
Wednesday, July 19, 2023
Wayland Free Public Library
5 Concord Road, Wayland, MA**

Present: A. Gennis (Chair), L. Hart, J. Dion, W. Treese, E. Donnelly, Acting Director Andrew Moore

Absent: E. Scola

Also Present: Jennifer Harris, Consultant

Purpose: At 9:20 a.m., J. Dion moved that the Board of Library Trustees (Trustees) enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(2) to conduct a strategy session in preparation for negotiations with non-union personnel, the Library Director. The Chair declared that an open meeting may have a detrimental effect on the negotiating position of the Town.

Second: W. Treese.

Roll call vote: J. Dion, Aye; E. Donnelly, Aye; L. Hart, Aye; W. Treese, Aye; A. Gennis, Aye. Nays: none.

Absent: E. Scola. Motion adopted 5-0-0.

The Chair invited Consultant Jennifer Harris to attend. Trustees entered executive session in the Raytheon Room of the Wayland Free Public Library.

Discussion of final candidate: Trustees reviewed the interview with Christopher Lindquist on July 13. Each Trustee offered their input regarding Mr. Lindquist's qualifications. In all, Trustees clearly agreed that Mr. Lindquist has the proper number of years of progressive supervisory experience; a variety of experience managing buildings as well as challenges with building maintenance; a deep understanding of the importance of an historic building such as the Library; the knowledge of the municipal budget process as well as town, state and federal regulations and requirements relating to public libraries; and that he demonstrated good listening skills and a comfortable manner with people, that he would be a strong representative of the Library within the Town of Wayland. Mr. Lindquist was prepared with his assessments and thoroughly researched the Library through the various Library and Town of Wayland websites, clearly demonstrating his interest in this position. Trustees discussed his being active within the Town, and adjusting to the pace of getting things done within the Town structure. Trustees noted staff input that Mr. Moore, Acting Director and Ms. Conway, Office Manager, both noted they could work well with Mr. Lindquist.

Discussion: Trustees discussed further why Mr. Lindquist would be an excellent fit for the Library and the Library would be a good fit for him. Consensus was reached and a Motion by W. Treese with a second by J. Dion to move forward making an offer and entering into negotiations, contingent on pre-employment and reference checks, to Mr. Lindquist to be the new Library Director of the Wayland Free Public Library. By unanimous roll call vote of the Board of Library Trustees (YEA: A. Gennis, L. Hart, J. Dion, W. Treese, E. Donnelly, NAY: none, ABSENT: E. Scola. Adopted 5-0-0)

Next Steps: Chair A. Gennis will contact Mr. Lindquist to inform him of the Trustees' decision as well as inform HR Director, K. Ryan of the vote. HR Director K. Ryan will write an offer letter on behalf of the Board of Library Trustees which will be signed by Town Manager, M. McCann. H.R. Director K. Ryan will handle salary negotiations, pre-employment checks and inform candidate of benefits. A. Gennis and J. Harris will conduct the Reference checks. Note: Salary is budgeted for previous director and will be

sufficient to cover FY24 salary and step increase at 6 months upon successful review of new director. Trustees discussed the importance of making a recommendation to HR regarding an acceptable starting salary. Motion by W. Treese, seconded by E. Donnelly that the Trustees recommend HR negotiate up to the N11 Step 6 as starting salary and that they support a request before the Personnel Board to fund that salary if so negotiated. By unanimous roll call vote of the Board of Library Trustees (YEA: A. Gennis, L. Hart, J. Dion, W. Treese, E. Donnelly, NAY: none, ABSENT: E. Scola. Adopted 5-0-0)

Motion to Adjourn: At 10:45 a.m., L. Hart moved, seconded by W. Treese to exit executive session and re-enter public meeting. Roll call vote of the Board of Library Trustees (YEA: A. Gennis, L. Hart, J. Dion, W. Treese, E. Donnelly, NAY: none, ABSENT: E. Scola. Adopted: 5-0-0.)

Respectfully submitted, Jennifer Harris, Consultant

Emails for the meeting: none.

Documents for the meeting:

- Board of Library Trustee final interview questions.

- Board of Library Trustee interview evaluation forms.

- Candidate's written assessment – Library Director's Report submission.

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, July 19, 2023
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Leah Hart, Judy Dion, Elaine Donnelly, Win Treese, and Acting Director Andrew Moore. Absent: Trustee Elisa Scola. Jennifer Harris, consultant for the library director search, also joined the meeting.

Call to order at 9:10 AM.

Public Comment. None.

Review and approval of Meeting Minutes for June 21, 2023. L. Hart moved to approve the minutes as circulated. Second by J. Dion. Vote 5-0 to approve.

Library Director: 1. Executive Session: pursuant to Massachusetts General Laws c. 30A, sec. 21 (a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel (Library Director).

J. Dion moved to that the Trustees enter an Executive Session per Massachusetts General Laws, Chapter 30A, Section 21 (a)(2) to conduct strategy sessions in preparation for negotiations with a non-union personnel, the Library Director. The Chair declared that an open meeting would have a detrimental effect on the negotiating position of the Town and invited Jennifer Harris, Consultant to attend.

Second: W. Treese.

Trustees then went into Executive Session (10:15) after a unanimous roll call vote.

Vote 5-0: J. Dion, Aye; L.Hart, Aye; W. Treese, Aye; E. Donnelly, Aye; A. Gennis, Aye. Jennifer Harris, consultant for the library director search, joined the executive session.

Executive session was entered at 9:12 AM. The regular meeting resumed at 10:45 AM.

Monthly Reports: Financial/Statistical Reports, Director's Report. Trustees received the regular monthly reports but did not discuss them.

FY23 Annual Report, discussion including: edits from Trustees' May 15 meeting, inclusion of missing statistics chart from FY22 Annual Report, Library Director search. A. Gennis thanked Acting Director Andy Moore for the draft of the FY23 Annual Report. This draft of the report was mainly prepared by former Director Sandy Raymond, who retired on June 30, 2023. The report is not due until the end of September, and the process started early this year because of the director's retirement. Trustees may provide comments on the report to A. Moore. Discussion of a revised draft will be on the agenda for the August meeting.

Discuss, possible vote, to modify Trustees' vote of April 19, 2023, from funding the contract of Jennifer Harris, Consultant for no more than \$10,000 from the Millennium Fund, to funding it from the Millennium Fund or from State Aid. In order to avoid delay in payment, L. Hart moved to

modify Trustees' vote of April 19, 2023, from funding the contract of Jennifer Harris, Consultant, for no more than \$10,000 from the Millennium Fund, to funding it from State Aid. Second by J. Dion, vote 5-0 in favor of the motion.

Building maintenance update, including Round Room leak. There was no news on the Round Room leak; A. Moore attempted to get the current status from Facilities but had not yet received a response. After a recent power failure, there was a septic tank overflow into the carpeted hallway of the administrative office area. The spill was promptly cleaned up, but the affected carpet has not been replaced. A. Gennis asked A. Moore to follow up with Facilities on replacing the carpet, noting that Trustees were mildly disgusted.

The Library Wi-Fi network has been weak with intermittent difficulties, including at least one patron who found it unusable and left the Library. The Board noted that Wi-Fi is an essential service at the Library, and asked A. Moore to follow up with the Town about progressing on the longstanding telecommunications upgrade project.

A. Gennis asked A. Moore to notify A. Gennis and L. Hart immediately about any other physical plant issues that come up.

Library history booklet progress. A. Moore reported that the Friends have a proof copy of the history booklet, which has a production cost of \$12 per copy. A. Moore asked if the Trustees would like to see options for a lower cost. Trustees discussed this and concluded that for this project the extra effort and possible costs for new proof copies would not be worth the effort. Librarian Marjanneke Wright provided a proposed list for 20 copies to be provided free to participants in the project. Distribution of the booklet has not yet been determined.

Trustees reaffirmed the arrangement for Emily Kristofek to continue providing occasional graphic design work for the library at up to 9 hours per month.

Trustees reports and concerns. A. Gennis noted that there was no report from the Friends this month, just that book sales in June brought in just over \$700.

Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting. None.

Adjourn. L. Hart moved to adjourn the meeting. Second by E. Donnelly. Vote 5-0 to approve.

The meeting adjourned at 11:15 AM.

Respectfully submitted by Win Treese

Documents for the meeting

@@Trustees Circ Stats FY2021-2023.xlsx
023-06-21 BoLT minutes - - FINAL DRAFT .docx
2023-07-18 board_of_library_trustees_7.19.2023_revised.pdf
20230719 BoLT dr (1).pdf
Book Price.docx
Complimentary Copies 175th anniversary.xlsx
FY2023 Annual Report 3rd DRAFT.docx
FY2024.pdf
Spending Summary as of 20230714.xls
Trust fund Summary as of 20230616.xls
Trust fund Summary as of 20230714.xls

Emails for the meeting

Email from AG, 6/20/23, Fwd: Documents for the Board of Library Trustee Meeting - 6.21.23

Email from AG, 7/2/23, Pearle L. Crawford Memorial Library - Dudley, Massachusetts

Email from AG, 7/7/23, WFPL-LDSC letter to Trustees, Quorum check

Email from AG, 7/11/23, Reminder - meeting on Thursday, July 13, at 10 a.m., Fwd: WFPL-LDSC letter to Trustees

Email from JH, 7/11/23, Packet for Finalist Interview; Christopher Lingquist, Thursday, 7.13 at 10 a.m.

Email from SRH, 7/12/23, Wayland Circ Stats Jun 2023 FY23 - End of FY23

Email from JH, 7/13/23, Director Characteristic and Skills List - updated

Email from AM, 7/14/23, 20230719 BoLT agenda and supporting documentation

Email from AM, 7/14/23, Agenda, attached this time

Email from AG, 7/15/23, WFPL - no trustee meeting Monday, July 17

Email from AM, 7/17/23, updated Director's Report

Email from AC, 7/17/23, Summary reports in preparation for the Trustees' meeting

Email from WT, 7/18/23, Minutes from June meeting to review

Email from AG, 7/18/23, WFPL - revised agenda posted for tomorrow

Email from AC, 7/18/23, REVISED: Trust Fund Summary report in preparation for the Trustees' meeting

Wayland Free Public Library
Board of Library Trustees
Executive Session Meeting Minutes
Wednesday, August 16, 2023
8:30 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Win Treese. Acting Director Andy Moore and Search Consultant Jennifer Harris were invited to join the Executive Session.

Absent: Trustees Elisa Scola, Leah Hart.

W. Treese moved to enter Executive Session to review and consider for potential release, or release at a later date, the Executive Session minutes of July 19, 2023, related to strategy sessions for negotiations with a non-union personnel (Library Director).

Second by J. Dion. Roll call vote: J. Dion aye, W. Treese aye, E. Donnelly aye, A. Gennis aye. Vote was 4-0 to approve.

Executive Session was entered at 8:44 AM.

Trustees discussed the minutes of the Executive Session held during the meeting of July 19 and considered the timing of their release. The discussion included an update on progress in the hiring process which included A. Gennis conferring with K. Ryan about process and timing. A. Gennis and Search Consultant J. Harris expeditiously had reference discussions with four people, all of whom had very positive comments. A. Gennis contacted C. Lindquist about the offer and a timeframe for starting. The Personnel Board approved a proposal from K. Ryan for the salary, as supported by Trustees in an earlier vote. K. Ryan and C. Lindquist have communicated and agreed to a start date of September 5, 2023. He has signed an offer letter.

A. Moore convened an all-staff meeting on August 15, 2023, with C. Lindquist, J. Harris and A. Gennis. He reported that the meeting went very well, with the staff very engaged.

W. Treese moved to approve the July 19 Executive Session minutes as written and to consider their release in an open session during the Trustees' September meeting. Second by J. Dion. Roll call vote: J. Dion aye, W. Treese aye, E. Donnelly aye, A. Gennis aye. Vote was 4-0 to approve.

E. Donnelly moved to return to open session. Second by W. Treese. Roll call vote: J. Dion aye, W. Treese aye, E. Donnelly aye, A. Gennis aye.. Vote was 4-0 to approve.

The Board exited executive session at 8:59 AM.

Respectfully submitted by Win Treese

Documents for the meeting

WFPL Survey Results submitted by Jennifer Harris (search consultant)

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, August 16, 2023
8:30 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Win Treese, and Assistant Director Andy Moore. Meredith Tobe, President of the Friends of the Wayland Library, joined part of the meeting. Jennifer Harris, Search Consultant, also joined the meeting.

Absent: Trustees Elisa Scola and Leah Hart.

Call to order at 8:36 AM.

Public Comment. None.

Review and approval of Meeting Minutes of July 13, 2023, July 19, 2023. The draft minutes for the July 13, 2023, special meeting to interview a candidate for Library Director were amended to note that E. Scola was absent. W. Treese moved to approve the minutes as amended. Second by E. Donnelly. Vote 4-0 to approve.

The draft minutes for the regular meeting of July 19, 2023, were amended to correct the beginning and ending times of the executive session. J. Dion moved to approve the minutes as amended. Second by E. Donnelly. Vote 4-0 to approve.

Enter into Executive Session. W. Treese moved to enter executive sessions to review and consider for potential release, or release at a later date, the executive session minutes of July 19, 2023, related to strategy sessions for negotiations with a non-union personnel (Library Director). Second by J. Dion. Roll call vote: J. Dion aye, W. Treese aye, E. Donnelly aye, A. Gennis aye. Vote was 4-0 to approve.

Executive session was entered at 8:44 AM and exited at 8:59 AM.

New Library Director. A. Gennis announced that the Town of Wayland has successfully negotiated with and hired Christopher Lindquist as the new Director of the Library. He will start work on Tuesday, September 5, 2023.

Report of Consultant Jennifer Harris. J. Harris reported on the outcome of the search process and is very pleased by the outcome. She also reported on the full-staff meeting held on August 15 with C. Lindquist. It was led by A. Moore and J. Harris, with ten staff members present in person and eight online, and A. Gennis. At that meeting, J. Harris reviewed the timeline of the search and hiring process. A. Gennis described Trustees' work in the process. J. Harris expressed appreciation for the work and collaboration with A. Gennis. C. Lindquist appreciated the effectiveness and professionalism in the hiring process. Staff responded positively, especially to C. Lindquist's plan for a 3-6 month "listening tour" as well as to staff the reference desk for a regular shift. The staff was engaged in the discussion and asking questions.

J. Harris also presented a summary of survey results from staff, Trustees, and Friends. Trustees read and discussed offering suggestions to J. Harris to highlight some of the most significant areas for attention. She also plans to write up discussions with S. Raymond, former director, for recommendations as well.

New Director: discuss next steps regarding hiring of Christopher Lindquist as library director, including welcoming, publicity, onboarding, possible votes. A. Gennis has asked C. Lindquist to create a publicity piece including a photo for the Library newsletter and other venues, including Wayland eNews, school newsletters, PATCH, WSPN, and social media.

Trustees discussed: 1. holding a public event perhaps during an evening, inviting leaders of local government, Wayland civic organizations, other nearby library directors, and the community at large, probably in October after some time to get settled; 2. perhaps having a couple of events, offering an evening to meet local leaders and legislators, a second such as an afternoon open house for the greater community, families, others. A. Gennis will discuss with C. Lindquist for his preference.

A. Gennis will discuss onboarding at the town level with Kate Ryan. A. Moore will help with onboarding at the Library, although there is not a standard process for a new director as it happens infrequently. A. Gennis will also be working with C. Lindquist. J. Harris and A. Gennis mentioned other resources, such as MBLC guidance, that can also be used.

Friends' update. M. Tobe, President of the Friends, reported that the Friends received \$808 in July from book sales, which is a strong result. Sales in the Raytheon room are netting much more income for the Friends than the biannual book sales, which had higher gross sales but also much greater costs. A. Gennis recommended a meeting for C. Lindquist with the Friends as he gets settled in.

Change source of funds to pay for web site construction. The Town Treasurer informed A. Gennis and A. Conway (Office Manager) that for now, expenditures from the Millennium Fund must be approved by the Commissioners of Trust Funds, pending resolution of some questions about the status of the Millennium Fund. In order not to delay payment to Stirling Brandworks for their work on the new web site, W. Treese moved to pay Stirling Brandworks final invoice for their redesign work on the library web site, in the amount of \$2,444 (invoice 20126791), from State Aid instead of the Millennium. This modifies the Trustees' vote to approve payment taken at the meeting of 12/21/2022. Second by J. Dion, Vote 4-0 to approve.

FY23 Annual Report, discussion including: edits, inclusion of missing statistics chart from FY22 Annual Report. A. Gennis thanked A. Moore for the Library's draft FY23 annual report to the Town for review. It has subsequently been revised with minor wording changes. The Town will accept an additional statistical chart which was omitted in the Library's FY22 submission. It will be brought to the September meeting for a vote to approve.

Monthly reports including: Financial, Statistical, Director's report, and building maintenance update. Trustees reviewed and briefly discussed the reports. There was no additional update on the possible replacement of the flooded and soiled carpet in the Staff hallway. Separately, A. Gennis will contact Ben Keefe about calling a meeting with the building repair and maintenance working group when C. Lindquist is on board.

Trustees reports and concerns. W. Treese will circulate an article from the Nieman Journalism Lab at Harvard about libraries and the future of news. A. Gennis reported that the Commissioners of Trust Funds have expressed concern about the status of the Millennium Fund and their oversight of it. She also noted that the Town Manager has submitted a draft gift policy for the town to the Select Board and that she has been in touch with the chair of the Select Board about Trustee concerns as this policy develops, particularly about Trustees' continuing ability to accept gifts for the Library. A. Gennis clarified Emily Kristofek's status: she is a part-time Library employee with time constraints, and that this arrangement has been in place for a long time.

Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

The Library received a notice of a possible copyright issue with an image stored, though not currently displayed, on the Library web site. On advice of town counsel, it is being treated as a takedown notice with the appropriate procedures being followed, as well as taking steps to be more careful in the future. A. Moore showed an unbound proof copy of the anniversary booklet to give an indication of how the final copies will look. Trustees warmly thanked J. Harris for her work, guidance, and deep knowledge in the search and hiring process for the new Library director.

Adjourn. W. Treese moved to adjourn the meeting. Second by J. Dion. Vote 4-0 to approve. Absent: E.Scola, L.Hart.

The meeting adjourned at 10:46 PM.

Respectfully submitted by Win Treese

Documents for the meeting

@@Trustees Circ Stats FY2022-2024.xlsx
2023-07-19 BoLT minutes -- FINAL DRAFT.docx
2023-07-19 BoLT minutes - - FINAL DRAFT.pdf
20126791.pdf Create a new folder in the current
20230816 BoLT dr.pdf
board_of_library_trustees_8.16.2023.docx.pdf
FY2023 Annual Report 2nd DRAFT.docx.pdf
Spending Summary as of 20230814.xls
Trust fund Summary as of 20230814.xls
WFPL - Trustee Exec S...7.19.2023 JCH final.docx
WFPL- BoLT Finalist Int...notes 7.13.23 clean.docx
WFPL Survey Results submitted by Jennifer Harris (search consultant)

Emails for the meeting

Email from AG, 8/7/23, WFPL- quorum check for August 16
Email from AG, 8/8/23, WFPL - update quorum check, next meeting
Email from AG, 8/10/23, WFPL - agenda for wed august 16th at 8:30 am
Email from WT, 8/11/23, Final draft of minutes from BoLT meeting July 2023
Email from AM, 8/11/23, Re: WFPL agenda for wed august 16th at 8:30 am
Email from JH, 8/13/23, Documents for the Board of Library Trustee Meeting 8.16.23
Email from SRH, 8/14/23, Wayland Library July 2023 FY24 Circ Stats
Email from AC, 8/14/23, Summary reports in preparation for the Trustees' meeting
Email from AG, 8/15/23, WFPL - reminder 8:30 a.m. meeting of Trustees, Wed., August 16

**Wayland Free Public Library
Library Directors Screening Committee
Executive Session Meeting Minutes
Wednesday, August 30, 2023
3:00 PM
Wayland Free Public Library
5 Concord Road, Wayland, MA**

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Andy Moore, Meredith Tobe, Consultant Jennifer Harris.

Absent: Vicki LaFarge

Call to Order at 3:00 PM

Enter into Executive Session:

At 3:02 PM, A.Gennis moved that the Library Director Screening Committee enter an Executive Session to review and consider for potential release Executive Session minutes of: July 12, 2023, and previously approved but not released Executive Session minutes of June 26, June 28, June 29, June 30, and that each set of minutes are related to the consideration or interview of applicants for employment or appointment by a preliminary screening committee. The Chair stated an open meeting would have a detrimental effect in obtaining qualified candidates.

Second: A.Moore

Roll call vote: Aye - *A.Gennis, A.Conway, L.Hart, A. Moore, M. Tobe*. Nay: none.

Vote in favor 5:0

Absent: V.LaFarge

Jennifer Harris, Consultant was invited to attend the meeting.

After reviewing, A.Gennis moved to approve and release the Executive Session minutes of July 12, 2023.

Second: A. Conway

Roll call vote: Aye: *Gennis, Hart, Conway, Moore, Tobe*

Nay: none

Vote in favor: 5-0

After reviewing, A.Gennis moved that the Executive Session minutes of June 26, June 28, June 29, and June 30, be revised to include:

1. the names of the mover and second to enter Executive Session,
2. that the Chair announced that the meeting would not return to regular session before adjourning.

Second: L.Hart

Roll call vote, Aye: *Gennis, Hart, Conway, Moore, Tobe*

Nay: none

Vote in favor: 5-0

A.Gennis moved that the revised Executive Session minutes from June 26, 28, 29, 30, 2023 be approved and released.

Second: A.Conway

Roll call vote, Aye: *Gennis, Hart, Conway, Moore, Tobe*

Nay: none

Vote in favor: 5-0

Motion to adjourn:

At 3:07 PM, A.Moore moved to exit Executive Session and re-enter regular session, and further authorized the Chair to edit the minutes to enter the results of all votes taken.

Second: L.Hart

Roll call vote, Aye: *Gennis, Hart, Conway, Moore, Tobe*

Nay: none

Vote in favor: 5-0

Re-enter Open Session:

The Committee re-entered open session at 3: 07 PM

Respectfully submitted by Aida Gennis

Documents for the meeting:

LDSC Executive Session minutes draft July 12, 2023;

LDSC Executive Session minutes, drafts: June 26, 2023; June 28, 2023; June 29, 2023; June 30, 2023.

**Wayland Free Public Library
Library Directors Screening Committee
Meeting Minutes
Wednesday, August 30, 2023
3:00 PM
Wayland Free Public Library
5 Concord Road, Wayland, MA**

Present: Aida Gennis (Chair), Amy Conway, Leah Hart, Andy Moore, Meredith Tobe, Consultant Jennifer Harris.

Absent: Vicki LaFarge

Call to Order at 3:00 PM

Public Comment: None

Enter into Executive Session:

At 3:02 PM, A.Gennis moved that the Library Director Screening Committee enter an Executive Session to review and consider for potential release Executive Session minutes of July 12, 2023, and to reconsider, and possibly revise the approved but not released Executive Session minutes of June 26, June 28, June 29, June 30, and that each set of minutes are related to the consideration or interview of applicants for employment or appointment by a preliminary screening committee. The Chair stated an open meeting would have a detrimental effect in obtaining qualified candidates.

Second: A.Moore

Roll call vote: Aye *A.Gennis, A.Conway, L.Hart, A.Moore, M.Tobe.*

Nay: none. Vote in favor 5-0. Absent: V.LaFarge

Jennifer Harris, Consultant was invited and attended the meeting.

Return to Open Session:

The Committee returned to open session at 3:07 PM.

Review, vote to approve and release revised Executive Session minutes of 2023: June 26, June 28, June 29, June 30.

A.Conway moved, to approve and release with redactions revised Executive Session minutes of June 26, June 28, June 29, June 30.

Second: M. Tobe

Vote in favor: 5-0 Nay: none

Review, vote to approve the regular session minutes of July 12, 2023.

L.Hart moved to approve regular session minutes of July 12, 2023.

Second: M.Tobe

Vote in favor: 5-0 Nay: none

Review, vote to approve and release, if applicable, the Executive Session minutes of July 12, 2023.

M.Tobe moved to approve and release Executive Session minutes of July 12, 2023.

Second: L.Hart

Vote in favor: 5-0 Nay: none

Review, vote to approve the Executive Session minutes of August 30, 2023.

A.Conway moved to approve and release Executive Session minutes of August 30, 2023, further authorizing the Chair to edit the minutes to include the results of all votes taken.

Second: M.Tobe

Vote in favor: 5-0 Nay: none

Update, discuss Trustee's work to hire Christopher Lindquist as Library Director.

A.Gennis reported that on July 13, 2023, Trustees interviewed C. Lindquist for the position of Library Director, to succeed retired director Sandy Raymond.

Trustees next met on July 19, 2023 and unanimously voted to offer the position and enter into negotiations with C. Lindquist.

C. Lindquist has signed an offer letter and will begin employment on Tuesday, September 5, 2023 as the Director of the Wayland Free Public Library.

Publicity to inform the Wayland community of Mr. Lindquist's arrival is ongoing. Trustees and Friends are planning a welcoming event on Sunday, October 15, 2023 from 2-4 pm in the Round Room of the Library to introduce Mr. Lindquist to the community. All are welcome to attend. The event will be publicized widely.

Trustees are very pleased and heartily welcome Mr. Lindquist.

Discuss and consider a status update to the Board of Library Trustees with a possible suggestion of the completion of the Charge of this committee.

A.Gennis suggested the Trustees' Charge to the committee has been accomplished and, if members agree, a letter informing the Trustees is in order.

Members agreed and A.Gennis offered to draft a letter to Trustees for Trustees' next meeting.

Review, discuss, Staff / Trustees / Friends survey results.

Jennifer Harris presented a summary of survey results for the committee's information.

Members appreciated the time and care Ms. Harris took conversing with the members of the staff, Trustees and Friends and developing the summary. Members agreed Mr. Lindquist will find the summary informative and helpful.

Members heartily thanked Consultant Jennifer Harris and Chair Aida Gennis for their professionalism, thoroughness, and dedication to the process and work of the committee resulting in the hiring of the next library director of the Wayland Free Public Library.

Questions/concerns of members, topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

None.

Review and vote to approve the regular session minutes of August 30, 2023.

A.Moore moved to approve the regular session minutes of August 30, 2023 and to further authorize the Chair to edit the approved minutes to include results of all votes taken and thanks to J. Harris and A. Gennis for their work.

Second: A.Conway

Vote in favor: 5-0

Nay: none

Adjourn.

Motion to adjourn by A. Conway

Second: M.Tobe

Vote in favor: 5-0

Nay: none

Time: 3:35 p.m.

Respectfully submitted by Aida Gennis, August 30, 2023.

Emails for the meeting:

A.Gennis, 08.24.2023, RE: WFPL - LDSC- agenda for Wed., August 30 at the library at 3:00 pm
Quorum check

J. Harris, 08.25.2023, Revised Survey Results

A.Gennis, 08.28.2023, WFPL- LDSC revised agenda and location change for Wed. August 30 at 3:00 p.m.

J.Harris, 08.28.23, Executive Session minutes of 6.26; 6.28; 6.29; 6.30.2023

Documents for the meeting:

Executive Session minutes of June 26, 2023, revised

Executive Session minutes of June 28, 2023, revised

Executive Session minutes of June 29, 2023, revised

Executive Session minutes of June 30, 2023, revised

Regular Session minutes of July 12, 2023

Executive Session minutes of July 12, 2023

Draft Executive Session minutes of August 30, 2023

Draft Regular session minutes of August 30, 2023

Wayland Free Public Library Survey Results, Submitted: Jennifer Harris, Consultant, August 21, 2023.

Board of Library Trustees Meeting Minutes
Wednesday, September 20, 2023
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Elaine Donnelly, Leah Hart, Elisa Scola, Win Treese, and Director Christopher Lindquist. Emily Kristofek, liaison for the Friends of the Wayland Library, joined part of the meeting. Ginny Steel, coordinator of the ESOL program, also joined for part of the meeting.

Absent: Trustee Judy Dion.

The meeting was called to order at 9:02 a.m.

Public comment. None.

A. Gennis and Trustees welcomed Chris Lindquist as the new director of the Library and to his first meeting with the Board of Library Trustees. There will be a welcome reception for Chris on Sunday, October 15, beginning at 2 PM in the round room. The public is invited. Trustees also warmly thanked Andy Moore for serving as Acting Director in the interim.

Review, possible approval, meeting minutes of August 16, 2023. E. Scola moved to approve the regular session minutes for the meeting of August 16, 2023, as distributed. Second by L. Hart. Vote 5-0 in favor to approve.

Monthly reports: Financial, Statistical, Director's Report. Trustees reviewed the standard monthly reports and discussed possible additions to the presentation of the circulation reports to highlight relevant trends. A. Gennis noted the Treasurer's statement on gift and trust fund balances, permitted to spend limits for all funds invested by the Trust Fund Commission, and gift totals so far this year. There are current discussions with the Trust Fund Commission about approval for expenditures from the Millennium Fund making it unwieldy to use this Fund at the moment.

New Director Chris Lindquist has been on board for two weeks. In the Director's report, he noted that Chair A. Gennis, Search Consultant Jennifer Harris, Assistant Director Andy Moore and Office Manager Amy Conway gave him a very good orientation to the operations of the Library. He has starting meeting one-on-one with all staff and is beginning to develop relationships around the Town as well. He has met with the Town Manager, IT Director, and Facilities Director. Chris is focusing on a 'listening tour' for 3-6 months, and he is taking a regular shift on the reference desk on Thursday mornings. Several people have stopped by during those times to meet him. Chris noted that he is impressed with staff, of which seventeen have a Master's in Library Science, which is unusually high for a library of this size. He is looking to reconvene the working group for the building maintenance and repair project. He is holding weekly library department head meetings, with meeting notes distributed to all staff. Chris will also be holding quarterly meetings for the entire staff. An open full-time position in Circulation is in the process of being filled. Chris reports he is especially pleased with the programs for children, youth, and adults. Chris also reported that some members of "first amendment audit" groups visited the Library, he is looking into possible training for staff about interacting with them. A. Gennis expressed appreciation for the detail in the Director's report and for all his work and engagement since his arrival.

Review, possible vote, FY23 Town of Wayland Annual Report. Trustees reviewed a draft of the FY23 Annual Report to the Town. L. Hart moved to approve the report with minor changes: including clarifying the status of the history of the Library booklet on the Library's web site. Second by E. Scola. Vote 5-0 to approve.

Review and possible vote to pay Stirling Brandworks. E. Scola moved to expend \$7,332 from State Aid to pay Stirling Brandworks (Invoice #20126745) for the last phase of updating the Library's web site. Second by E. Donnelly. Vote 5-0 to approve.

Discuss draft FY25: operating budget, 5-year Capital Improvement Plan. Trustees discussed the draft budget for FY25. The proposed spending, reflecting continued normal services, is close to the Town's Municipal Appropriation Requirement (MAR) as required for the Library to be eligible for State Aid from the Massachusetts Board of Library Commissioners.

There have been two recent minor leaks through the building's brick walls. The Town is engaging a contractor to repoint around the leaks as they appear. It was noted again, the Building Maintenance & Repair Working Group needs to regroup to revisit priorities, Chris is pursuing that. A continued challenge is that Facilities has many current projects and the library's issues have been managed, although not completely addressed. At a future meeting, Trustees may discuss how to keep citizens informed about progress on the maintenance and repair projects.

Review of Library gift and trust funds. Possible votes on expenditures. The Library's donated funds are managed by the Town's Trust Fund Commission. The income from the Library's trust funds is to be expended by Trustees, with the principal remaining invested in trust. Historically, the Trust Fund Commission gave Trustees an annual "permitted to spend" amount to safeguard the principal of the funds. Trustees voted specific expenditures within the guidelines of the trusts and within the permitted-to-spend limits, as recorded in meeting minutes.

The Commission has indicated it should vote to approve all expenditures from the Library's funds. Considering the frequency of Trustee meetings and of the Commission's meetings, Trustees expressed concern that this process means that vendors will not be paid in a timely manner and may discourage vendors. A few of the earliest historic trust funds have terms requiring a minimum level of annual expenditure and Trustees will need to initiate these earlier in the year to ensure their compliance. More discussion is needed to clarify these issues.

In order to meet the minimum annual expenditures for books required by three early Library trust funds, W. Treese moved to pay the Baker & Taylor invoice # 5018537080 for \$198.35 from these small funds as follows:

- from the 1863 James Draper Fund: \$30 for books, \$30 for repair of books or new books/maps;
- from the 1894 James Sumner Draper Fund: \$30 for new books;
- from the 1903 Grace Campbell Draper Fund: \$50 books, not fiction, with inscription of the fund's title in each book.

Second by E. Donnelly. Vote 5-0 to approve. The minutes of this meeting will be approved at the next Trustee meeting in October, the Trust Fund Commission will be informed to consider a vote to approve this Trustees' vote, allowing this expenditure to be made.

A. Gennis will contact the Trust Fund Commission, sending a letter requesting their consideration and vote in favor of this annual required expenditure. A. Gennis will continue inquiries with appropriate town officials to clarify the processes.

Library history project booklet, update including publication progress.

Trustees voted in February 2023 to fund the production of the history booklet from the Draper Fund for not more than \$3200.00. The booklet is ready to be printed. An estimate of the printing cost is needed to

submit to the Trust Fund Commission for their vote to approve the Trustees vote from February 2023. A. Moore will request the estimate, A. Gennis will send the estimate, Trustee minutes of the Feb. 2023 vote, and a letter of explanation requesting that the Commission review, consider, and vote approval of this.

At a recent Select Board meeting, the Town Manager submitted a proposed gift policy to clarify the acceptance and handling of gifts to the Town. The draft policy seems to possibly affect gifts (financial and physical) to the Library, as well as processes for expending gift funds. A. Gennis inquired of the Town Manager and the Chair of the Select Board, about the gift policy and the related questions on oversight and approval for the gift funds described above. Mr. Whitney may come to the October meeting of the Trustees to discuss these questions.

ESOL Coordinator, Ginny Steele, update of ESOL program. Ginny Steele, coordinator of the English for Speakers of Other Languages (ESOL) program for eighteen years, joined the meeting to tell the Trustees and new library director more about the ESOL program.

The Wayland Library program has been assisting learners for 33 years, with 168 new tutors trained in just the last ten years. Over the past eight years, approximately 300 tutors have been matched with learners, who may work together for six months to many years. There are currently 40-60 pairs working together. Learners have come from over thirty different countries, and tutors have come from fifteen area cities and towns besides Wayland. Learners come from many communities beyond Wayland as well. The program is free for learners and for tutors to be trained. Each year the Trustees expend \$600 from the Millennium Fund, which is matched by the Friends to pay for tutor training. The Library also continually updates and expands its collection of ESOL-related materials.

The most typical tutor is recently retired. Tutoring sessions often occur in the "ESOLCorner" on the main floor, where ESOL materials and online resources are easily available. The ESOL team finds the library staff very helpful.

Ms. Steele asked that the Library continue to publicize the program, in any appropriate media.

Friends update. E. Kristofek, liaison for the Friends, joined the meeting to report on their activities. The Friends with Trustees are organizing and publicizing the welcome reception for C. Lindquist, scheduled from 2-4 PM on October 15, 2023. There will be light refreshments, cake, children's activities, some music from Wayland High School students, and a brief program. Trustees had a brief discussion with E. Kristofek about publicity and logistics. She also reported that book sales in the Raytheon Room brought in \$903 in August.

Trustee reports & concerns. L. Hart complimented A. Gennis on all her work with the Town to successfully increase the salary level for the Library Director position, and her work over the past months successfully moving the search for and hiring of a new library director forward.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

W. Treese moved to adjourn the meeting. Second by E. Scola Vote 5-0 in favor.

The meeting adjourned at 11:30 AM.

The next meeting date is October 18, 2023, at 9 AM

Respectfully submitted by Win Treese

Documents for the meeting

12.28.1992 Amend 03.27.1998 Millennium Fund of the WFPL.pdf
175th anniversary booklet printing invoice.pdf

2023-08-16 BoLT executive session minutes - Final DRAFT.docx
 2023-08-16 BoLT minutes - Final DRAFT.docx
 2023.09.20 Trustees SmallFundList updated.docx
 5 Year CIP FY25 - FY29.pdf
 @@Trustees Circ Stats FY2022-2024.xlsx
 @@Trustees Circ Stats FY2022-2024.xlsx.pdf
 B+T invoice 091223.pdf
 Capital Approp Request FY24 - FY28 Library Grounds Improvements .pdf
 Capital Approp Request FY24 - FY28 RFID Mobile Shelving .pdf
 Collection Development Policy 2020 approved = 06.15.22 amended.docx
 Director's Report 09.20.23 FINAL COPY.pdf
 FY2023 Town Annual Report BOARD COPY .pdf
 FY2023 Town Annual Report FINAL COPY.pdf
 FY2025 Budget ABRIDGED - DRAFT.xlsx
 FY24 ltr disbursements 07.18.2023 TFCmsn approval needed.pdf
 General Law - Part I, Title VII, Chapter 44, Section 53A.pdf
 General Law - Part I, Title XII, Chapter 78, Section 11.pdf
 Gift and Donation Policy KP-#864851-v1.DOCX
 S-Bd draft Gift Policy ToW 2023.09.11 mtg p 45-46.pdf
 Stirling Brandworks invoice 03292023.pdf
 Town of Wayland Capital Appropriation Request FY24 - FY28 Five Years.pdf
 WFPL - Policy Gift and Special Collections 2003.01.22.pdf
 WFPL - Report of Survey Results Final Revision 8.21.23.docx
 WFPL Board agenda final 2023.09.20 Update 2.pdf

Emails for the meeting

Email from WT, 8/16/23, Article: Are Libraries the Future of News?
 Email from JH, 8/25/23, Revised Survey Results
 Email from SR, 9/13/23, Wayland Library August 2023 FY24 Circ Stats
 Email from AG, 9/15/23, Fw: WFPL -reminder and quorum check, Trustee meeting Sept. 20...
 Email from AC, 9/18/23, Summary reports in preparation for the Trustees' meeting
 Email from CL, 9/18/23, 2023.09.20 Board of Library Trustees agenda and supporting doc...
 Email from WT, 9/19/23, Minutes from August meeting and executive session
 Email from CL, 9/19/23, Revised FY2023 Annual Town Report
 Email from CL, 9/19/23, Draft invoice - 175th anniversary booklet

**Board of Library Trustees
Executive Session Meeting Minutes
Wednesday, October 18, 2023
9:15 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA**

Present: Aida Gennis (Chair), Judy Dion, Elaine Donnelly, Leah Hart, Win Treese.

Absent: Elisa Scola.

Director Chris Lindquist was invited to attend.

Enter into Executive Session:

At 9:15 AM, A.Gennis moved that the Board of Library Trustees enter an Executive Session to review and consider for potential release or release at a later date, Executive Session minutes of August 16, 2023 which related to strategy sessions for negotiations with a non-union personnel, the Library Director.

The Chair invited Director Lindquist to attend.

Second: Win Treese

Roll call vote: Aye: J.Dion, E. Donnelly, L. Hart, W. Treese, A.Gennis

Nay: None Vote in favor 5-0

Director Lindquist attended the meeting.

After reviewing, A.Gennis moved to approve and release the Executive Session minutes of August 16, 2023.

Second: E.Donnelly

Roll call vote, Aye: J.Dion, E.Donnelly, L.Hart, W.Treese, A.Gennis

Nay: None Vote in favor: 5-0

Motion to adjourn:

L.Hart moved to exit Executive Session and re-enter Open Session, and further to authorize the Chair to edit the minutes to enter the results of all votes taken.

Second: W.Treese

Roll call vote, Aye: J.Dion, E. Donnelly, L.Hart, W.Treese, A.Gennis

Nay: None Vote in favor: 5-0

Re-enter Open Session:

The Committee re-entered Open Session at 9: 19 AM

Respectfully submitted by Aida Gennis

Documents for the meeting:

Board of Library Trustees Executive Session minutes of August 16, 2023.

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Tuesday, November 21, 2023
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Leah Hart, Elisa Scola, Win Treese, and Director Christopher Lindquist.

Emily Kristofek, liaison for the Friends of the Wayland Library, joined part of the meeting.

Absent: Trustee Elaine Donnelly.

The meeting was called to order at 9:04 AM.

There was no public comment.

E. Scola moved to approve the minutes as circulated. Second by L. Hart. Vote 5-0 to approve.

Monthly reports. Trustees reviewed the statistical reports, which have been augmented with line charts in the spreadsheets to help visualize the changes in various metrics over time. It was generally agreed that continued inclusion of the graphs would be appreciated. In a discussion about what other metrics might be valuable for reporting, C. Lindquist noted that some important interactions, such as reference questions, are hard to classify for counting. Trustees suggested that gathering usage metrics for database usage and evaluating website analytics in more detail might be helpful.

As described in the financial reports, spending is on track for this point in the fiscal year. C. Lindquist sent a message to the Treasurer inquiring whether interest accrues on State Aid and Library Gift funds and if so, if it is allocated to the Library. A response has not been received yet.

Director's report. C. Lindquist noted that Carly Moniz, Assistant Children's Librarian, has accepted a new job. Trustees expressed congratulations and appreciation for her work in the Children's Room and wished her the best as she takes on a new role. He hopes to fill the position by the end of January. The search is focusing on librarians with an MLS and some experience; the role will include some children's programming.

The Town IT department provided an interim upgrade on the Wi-Fi system using access points that the High School is no longer using. The upgrade allowed each Trustee to access the Library's Wifi during the Trustee meeting.

C. Lindquist has consulted the MBLC about the State Aid waiver process, which is required for the Library to receive State Aid this year because of an error in calculations last year for the state's Municipal Appropriate Requirement (MAR). The waiver request has been submitted. C. Lindquist and A. Gennis will attend the relevant MBLC meeting to explain what happened as a matter of process. There are no concerns about the approval of the waiver because the error is straightforward and the amount is small.

A. Gennis mentioned that an upcoming program in the Great Presenters Series is a presentation by Trustee W. Treese. W. Treese noted that the Friends will be selling copies of his book, with all revenue going to the Friends, and he will donate all the copies sold to the Friends.

C. Lindquist reported that he, along with librarians Pam McCuen and Sarah Hogan, met with Yamini Ranjan and Karen Blumenfeld, Chair and Vice Chair of the Wayland Human Rights, Diversity, Equity and Inclusion (DEI) Committee, to discuss DEI activities. C. Lindquist mentioned it was already planned that the Library will conduct a diversity audit on the youth fiction collection. He also plans to meet with representatives from the Council on Aging about improving library services to homebound residents, which is in line with our Strategic Plan. In addition, Head of Youth Services Pam McCuen has worked with the School Department to re-instate the service for Middle and High School students to be dropped off at the Library by a school bus after school, with parental permission.

Finances. Trustees reviewed the proposed FY25 operating budget for the library, particularly the document “Explanatory Statement of Changes in Expenses,” which explains the differences from the previous year. As requested by the Town Manager, this is a level-services budget. The proposed budget satisfies the Municipal Appropriate Requirement (MAR).

E. Scola moved to approve the FY25 budget request as described in the explanatory statement. Second by L. Hart. Vote 5-0 to approve.

Trustees discussed the 5-year Capital Improvement Plan (CIP). There are no new funds available before FY28. From previous plans, the CIP includes \$100,000 for RFID tagging of library books in FY25.

L. Hart moved to approve the CIP as presented. E. Scola second. Vote 5-0 to approve.

FY25 Action Plan. C. Lindquist presented a draft Action Plan, which is the last of the current 5-year Strategic Plan, to be submitted to the Massachusetts Board of Library Commissioners (MBLC). Trustees expressed appreciation for the comprehensiveness and details of the plan. E. Scola moved to approve as written. Second by J. Dion. Vote 5-0 to approve.

Preservation activities. Trustees reviewed a draft application for a Community Preservation Act grant totaling \$11,500 prepared by Librarian M. Wright. The proposal was for the conservation of a 19th-century book delivery box used to deliver library materials to Cochituate, a display/storage box for the delivery box, rebinding an original volume of Library Trustee minutes that fell apart during digitization at the Boston Public Library, and additional archival supplies. Trustees also received a letter from the Historical Commission supporting the grant application.

During the discussion, J. Dion recommended that the conservator hired to do the work be a member of the American Institute for Conservation, who has attained “Professional Member” status, which is a peer-reviewed membership category and the best indication of professional accomplishment. She also recommends that signs of use and wear be preserved in the course of doing the work, since that is part of the history of the box. J. Dion also asked about where, when, and how the box would be displayed, noting that acrylic scratches very easily. Trustees also noted that with the increased set of conserved library artifacts, the Library should have a plan for how those artifacts will be displayed over time, including considering light exposure, use of space, and how the displays accord with the Library’s mission and available resources.

Trustees also discussed the possibility of using other available funds for some of the preservation work. After some consideration, Trustees expressed strong support for the goals of the project and decided to pass over the grant proposal at this time for continued refinement.

Payments. L. Hart moved to pay for the Board of Library Trustees annual membership in the Massachusetts Library Trustee Association in the amount of \$100 from the Millennium Fund. Second by J. Dion. Vote 5-0 to approve.

W. Treese moved to pay \$300 each to Virginia Steele and Jane Albert for conducting training in the fall and spring of 2023 for the English for Speakers of Other Languages (ESOL) program, as invoiced on

11/3/23, with payment to be made from the Millennium Fund. Second by L. Hart second. Vote 5-0 to approve.

Discussion of Town Gift Policy. As a follow-up to previous discussions about the draft Town Gift Policy, A. Gennis has asked several other libraries about how their towns handle gift acceptance, funds management, and spending approvals. So far it appears a wide range of policies and processes are used. A related question is whether interest accrues on Library funds such as State Aid and the Library Gift Fund and where, if any, it is allocated. At the moment in Wayland, it appears that such interest would be paid to the Town general fund. A. Gennis will continue to investigate practices in other towns and discuss the policies with our Town government.

Friends update. E. Kristofek joined the meeting as liaison from the Friends. For the Friends fiscal year ending in September, the Friends received \$7,849 in proceeds from book sales. In October 2023, cash sales in the Raytheon Room came to \$858. She reported that the Friends are very pleased with the book sales in the Raytheon Room, and discussed some logistical challenges that could be improved for a better experience for book buyers. The Friends have planned a Kids Book Sale for 2-5 PM on Sunday, December 10, at which they will bring out additional children's books. The Friends are open to selling the Library 175th Anniversary book, with some details to be worked out, notably the price.

Building Project Updates. The WFPL Working Group for the building project has met once this fall. Progress on the various projects remains slow. Members of the working group expressed concern about this pace and possible cost escalations. Trustees discussed how to make better progress with the Town on the much-needed projects.

Trustee reports & concerns. The Holiday Open House will be held on Sunday, December 3, 2023, from 2-5 PM.

A. Gennis reminded Trustees that the year-end Campaign Finance Reports for all Trustees are due on or before January 20, 2024. Trustees should expect to receive an email from the Town about the process, including the necessary form.

A. Gennis also noted that all Trustees should have received an email from the Town Planner about an upcoming public forum with the Planning Board to discuss the new state MBTA Communities zoning and district requirements. It will be at 7:00 PM on Monday, December 11, 2023, in the Council on Aging Room at the Town Building as well as available via Zoom.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

The meeting concluded at 11:24 AM when a quorum was lost.

The next meeting is currently scheduled for Wednesday, December 20, 2023, at 9 AM at the Library.

Documents for the meeting

2023-10-18 BoLT minutes - BEST.pdf
@@Trustees Circ Stats FY2022-2024.xlsx
Bill WFPL 2023 Fall JA .pdf
Bill WFPL 2023 Fall VS.pdf
Board Packet November 21 2023.pdf
CPC Signed Letter of Support Wayland Library 2023.pdf
Director's Report 11.21.23 Best.pdf
FY2025 Action Plan BEST 11.21.23.pdf
FY2025 Library Budget Request BEST 11.17.23.pdf
FY25 CIP Request Form Library RFID .pdf

FY25 Explanatory Statements Final 11.15.23.pdf
Spending Summary as of 20231115 (1).pdf
Trust fund Summary as of 20231115 (1).pdf
Trustees Circ Stats FY24 New (1).xlsx
WFPL - 2023.11.21 BoLT Agenda Revised (1).pdf
WFPL CPA Application 2024-2025.pdf

Emails for the meeting

Aida Gennis, WFPL - quorum check for November meeting, new date 10/27/23
Christopher Lindquist, Fwd: Tues., 10/31 at 2 pm ET: Trustee Webinar Duty, Authority, R... 10/30/23
Aida Gennis, WFPL- next Trustee meeting - Tuesday Nov. 21 at 9:00 a.m. 10/31/23
SRH, October 2023 Circ Stats FY24 - Old and New Formats 11/15/23
Christopher Lindquist, Board Packet: November 21, 2023 11/16/23
Aida Gennis, WFPL- reminder Trustee Meeting TUESDAY, NOV. 21, 9:00 A.M. 11/19/23
Win Treese, Libraries and social media 11/20/23

Wayland Free Public Library
Board of Library Trustees
Meeting Minutes
Wednesday, December 20, 2023
9:00 AM
Wayland Free Public Library
5 Concord Road, Wayland, MA

Present: Trustees Aida Gennis (Chair), Judy Dion, Leah Hart, Elisa Scola, Win Treese, and Director Christopher Lindquist.

Librarians Marjanneke Wright and Courtney Michael joined parts of the meeting. Emily Kristofek, liaison for the Friends of the Wayland Library, joined part of the meeting.

Absent: Trustee Elaine Donnelly.

The meeting was called to order at 9:03 AM.

Public Comment. None.

E. Scola moved to approve the November 21, 2023, meeting minutes as circulated. Second by L. Hart. Vote 5-0 to approve.

Review monthly reports. Trustees briefly discussed the consistent bump noted in recent years in March circulation. At present, there is no clear answer to this. A. Gennis thanked C. Lindquist for the completeness of the Director's Report, especially the process on the Library Science and Technology Act grant for improving services to homebound residents. Trustees discussed how the Library might better spread the word on online resources, including those offered through the Boston Public Library which are available to each resident of the Commonwealth.

L. Hart asked how to evaluate contributions to the community beyond what is shown in the data. C. Lindquist noted that staff involved in public communication, including both online and print, will meet in January to consider how to engage more broadly in the Town as well as improve the Library's communications in general by creating a Communications & Marketing Plan for the Library. J. Dion noted that information to the public about actual building work, as it gets going, is very important.

Funding request for preservation of documents. Marjanneke Wright, Bibliographic Librarian, joined the meeting to discuss a proposal to pay for the preservation of a Wayland Library Trustee Minutes Record Book (1870 – 1889), quoted at \$2,950.00 and to pay for archival supplies to properly house items in our local history collection that need protection, in the amount of \$1,300.00, for a total request of \$4,250.00.

E. Scola moved to allocate from the 1863 James Draper Fund \$2,950.00 for the preservation of Trustee Minute Record Book (1870-1889) and up to \$1,300 for archival supplies for items in our local history collection, to be selected as needed by staff, for a total of \$4,250.00. Second by L. Hart. Vote 5-0 to approve.

J. Dion suggested that the regular budget should include appropriate funds for archival supplies and work,

and C. Lindquist agreed to pursue that in future budget requests. L. Hart asked if there are training programs for librarians involved in archival work. C. Lindquist mentioned that there are several, and that staff will follow up on this as an area for future training as appropriate.

Discussion of adult programming. Courtney Michael, Adult Programming Coordinator, joined the meeting to discuss adult programs. She shared a handout with a general overview of adult programming at the Library. Trustees discussed opportunities and possibilities, including some related to programs funded by the Gossels Fund. C. Michael also reported that she is working with the Wayland Human Rights, Diversity, Equity and Inclusion Committee (HRDEI), on possible future programs.

Trustees thanked C. Michael for the depth and breadth of the programs and for being willing to take chances in trying new programs. A. Gennis expressed thanks for the Social Justice Book Group, which was very helpful and introduced some materials of which many people were unaware. C. Michael also asked Trustees to send her ideas for speakers and improving publicity. Trustees thanked her for bringing thought provoking and interesting programs to the community.

WFPL Working Group for Building Maintenance and Repairs. C. Lindquist and A. Gennis reported that discussion at the last meeting focused on the lower level public restrooms. One restroom needs to be slightly enlarged and a changing table in one or both is needed. Also discussed was possibly carving out space from the larger restroom, the former men's room, for a supply closet to provide additional custodial storage space. Current priorities are: ADA compliance (beyond any exemption for the building based on age) for the bathrooms, the parking lot entry door, the emergency exit in the North Wing, the elevator cab; the HVAC system; the sewage tie in. C. Lindquist is looking at possible matching grant funds for HVAC work and for other work. At this time, the allocated Town funds are insufficient to significantly enlarge the parking lot entry, as discussed with the previous director.

The group will meet again in January. It was noted, the Library's status and needs may be on the agenda for the Permanent Municipal Building Committee in late January.

Building assessment and possible reconfiguration and reallocation of space. Trustees discussed how to assess what service location changes could make sense and occur within the building. Some suggestions included gathering feedback from the community about possible changes and performing observational studies during operating hours about how people are using the spaces. J. Dion also suggested that perhaps Trustees should look at doing the HVAC work (needed in any scenario), undertaking something visible (such as improving the Children's Room), and engaging a space planner to rethink the way the building works before any other substantial interior changes.

Strategic planning process. It is time to develop a new strategic plan for the Library for FY2026-FY2030, as required by the Massachusetts Board of Library Commissioners. C. Lindquist has worked on many strategic plans during his career and noted they typically take about nine months. C. Lindquist suggests a strategic planning consultant be hired and the Library use the recommended process in *Strategic Planning for Results*, by Sandra Nelson, published by the Public Library Association. A group under the Director, of perhaps 10-11 people, including staff, would work from February to September to develop a plan by the deadline of October 1, 2024. C. Lindquist has some information about consultants and can help develop a scope of work. Trustees A. Gennis and L. Hart offered to work with C. Lindquist to develop a scope of work and review consultant responses to bring before the Trustees.

Friends update. Emily Kristofek joined the meeting as liaison from the Friends. The Friends held a special 3-hour book sale in the Raytheon Room on December 10. Although it was attended largely by book dealers who purchased a large number of books, it was not a big money maker, with \$287 in sales. She was unsure if many people in Wayland had heard about it.

E. Kristofek also asked about further consideration of moving or changing the very large heavy podium, which is blocking access to some of the books for sale. She also said many copies of the anniversary booklet have been sold at the Wayland Depot.

Trustee reports & concerns. A. Gennis reminded everyone that Trustees' required year-end Campaign Finance Reports are due on or before Jan. 20, 2024, whether any money was spent or not.

Topics not reasonably anticipated by the Chair 48 hours prior to the meeting. None.

Next meeting date. The next meeting is planned for January 23, 2024, from 3-5 PM in the Raytheon Room at the Wayland Free Public Library.

L. Hart moved to adjourn. Second by E. Scola. Vote 5-0 to approve.

The meeting was adjourned at 11:29 AM.

Documents for the meeting

2023-11-21 BoLT minutes - DRAFT 2.docx
2023.11.21 BoLT Minutes - FINAL DRAFT.pdf
AAWF Grant Award 2024.pdf
Director's Report 12.20.23 Final Draft.pdf
Spending Summary as of 20231212 (1).pdf
Trust Fund Request for Conservation_ 12.20.23.pdf
Trust fund Summary as of 20231213 (1).pdf
Trustees Circ Stats FY24 New 12.20.23 BoLT.xlsx
Trustees Circ Stats FY24 New.xlsx
WFPL - BoLT Mtg Agenda 12_20_23 Final Draft.pdf
WFPL CPA Application 2024-2025.pdf
WPFL Improvements - Architectural Plans 2023-12-13.pdf
WPFL Improvements - Working Group Meeting 2023-10-31 Notes.pdf
WPFL Improvements - Working Group Meeting 2023-12-13 Notes.pdf
Wayland Free Public Library - Letter of Intent Access for All Application 11.23.pdf
Wayland Library SD Site Plans 10-27-2023.pdf

Emails for the meeting

Email from AM 11/22/23, Moore slight revision library publicity for 11/27
Email from WT, 12/3/23, Informational: Save the Libraries! - Dec 8 - International Day Against...
Email from AG, 12/13/23, WFPL - quick quorum check for Trustee meeting Dec. 20
Email from SRH 12/15/23, Wayland Library Nov 2023 Circ Stats FY24
Email from AG, 12/15/23, Re: WFPL quick quorum check for Trustee meeting Dec. 20
Email from CL, 12/15/23, Board Packet: 12,20.23
Email from AG, Yesterday, WFPL - dec 20, 2023 TE Mtg CPC appl. support MJ request